



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 #9200 Oakdale Avenue #100, Chatsworth, CA 91311 #www.nlacrc.org

MEMORANDUM

Date: September 18, 2024

To: **Administrative Affairs Committee** (Andrew Ramirez, Cathy Blin, Brian Gatus, Ana Quiles, and Jaklen Keshishyan)

From: Danielle Fernandez
Executive Administrative Assistant

Re: Agenda and materials for the next Administrative Affairs Committee meeting on **Tuesday, September 24, 2024 at 6:00 p.m.**

Attached is information for the next committee meeting. Please review this information prior to the meeting.

The meeting will be held remotely via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/82213124928?pwd=WVovTo1rce86TjFMeghkbY6VrixU7m.1>

Meeting ID: 822 1312 4928

Passcode: 756920

If you have any questions, or if you are unable to attend the meeting, please send email to boardsupport@nlacrc.org. Thank you!

Attachments

c: Angela Pao-Johnson, Vini Montague, Evelyn McOmie



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 |
www.nlacrc.org

ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Tuesday, September 24, 2024

6:00 p.m.

~ **AGENDA** ~

I. Call to Order & Introductions

II. Agenda (Page 2)

III. Consent Items

- A. Approval of Minutes from the April 23rd Meeting (Page 6)
- B. Approval to Authorize an Officer to Secure Worker’s Compensation Insurance for Calendar Year 2025 (Page 14)

IV. Public Input

V. Committee Business

- A. Review Center’s Insurance Coverage for FY2024-25 – Gallagher Insurance (Page 15)
- B. Annual Committee Orientation – Vini Montague
 - 1. Policies & Procedures – (Page 24)
 - 2. Board Audit Section – (Page 26)
 - 3. Approved Critical Calendar – (Page 29)
 - 4. Approved Meeting Schedule for FY2024-25 – (Page 32)
 - 5. Board Policies for Administrative Affairs Review – (Page 33)
 - 6. Review FY2023-2024 Action Log – (Page 65)
- C. Regional Center’s Contract with DDS – Vini Montague (Page 76)
- D. Status Report on Credit Line and Cash Flow – Vini Montague (Page 166)
- E. SFV Office Lease Update – Vini Montague
- F. Review of Contract Summary Template – Vini Montague (Page 167)
- G. Approval of Operations Contracts – Vini Montague
 - 1. Canon – Copier Lease (Page 170)
 - 2. Sheridan – Additional Workstations in Antelope Valley Office (Page 173)

H. Approval of Purchase of Services Contracts – Vini Montague

1. ***Contracts with Conflict of Interest (6)***
 - a. ***24 Hour Caregivers, Inc HL1098-862 – New Vendorization (Page 175)***
 - b. ***LikeFamily HL1111-862 – New Vendorization (Page 179)***
 - c. ***Wood Quality Care HL1104-862 – New Vendorization (Page 184)***
 - d. ***Bella Vida Home Care HL1101-862 – New Vendorization (Page 188)***
 - e. ***Bella Vida Home Care PL2332-062 – New Vendorization (Page 192)***
 - f. ***Maxim Healthcare Services PL1025-062 – U&C Rate (Page 196)***

2. **New Vendorizations (21)**
 - a. Yes I Can Unity Through Music & Education PL2343-055 (Page 201)
 - b. Sekhon, Sharn, PSY.D. PL2364-056 (Page 206)
 - c. Dr. Beliz PL2291-056 (Page 210)
 - d. BuildAbility PL2341-063 (Page 214)
 - e. Road to Independence PL2333-076 (Page 219)
 - f. A’Villa PL2347-109 (Page 223)
 - g. Achieve Speech Associates Inc PL2360-116 (Page 227)
 - h. Gersovich, Sandra PL2342-116 (Page 231)
 - i. Maxima Therapy and Speech PL2361-116 (Page 235)
 - j. Roya Darabi Parsa dba Dreamy Speech Therapy PL2338-116 (Page 240)
 - k. Sierra Kiley Rojas dba All Access Communication Speech Therapy PL2355-116 (Page 244)
 - l. Willow Tree Therapy PL2340-116 (Page 248)
 - m. Assurance Family Services HL1122-520 (Page 253)
 - n. Creative Minds ADP HL1122-520 (Page 256)
 - o. Illuminate Minds PL2348-605 (Page 260)
 - p. Pure Autism Counseling Center PL2350-612 (Page 264)
 - q. Pure Autism Counseling Center PL2351-615 (Page 269)
 - r. Pediatric Therapy Care PL2331-707 (Page 274)
 - s. SG Speech Therapy Inc PL2326-707 (Page 278)
 - t. Access One Homecare PL2329-896 (Page 282)
 - u. Strategic Concepts PL2250-896 (Page 286)

3. **Start-Up Funding (2)**
 - a. FY2023 HCBS Revision (Moving \$15,381.25 to Mains’l) (Page 290)
 - b. FY2024 HCBS Revision (Noah Homes, Thomas Iland) (Page 294)

4. **Usual & Customary Rates (4)**
 - a. Dr. Lisa Sandler PL2292-056 (Page 298)
 - b. Gittelsohn Psychological Services PL2213-056 (Page 302)
 - c. Keolis Transit Services, LLC HL0810-875 (Page 306)
 - d. Keolis Transit Services, LLC PL1667-882 (Page 306)

- I. 4th Quarter Reporting of New Vendorizations – Arshalous Garlanian (*Page 313*)
- J. Quarterly Fees Reports for PRMT and UAL – Vini Montague
 - 1. 3rd & 4th Qtr. PRMT Fees Report by U.S. Bank (*Page 314*)
 - 2. 3rd & 4th Qtr. UAL Fees Report by U.S. Bank & PFM Asset Mgmt (*Page 317*)
- K. Financial Reports – Vini Montague
 - 1. FY2023-2024 Financial Reports
 - a. March 2024 (*Page 320*)
 - b. April 2024 (*Page 328*)
 - c. May 2024 (*Page 336*)
 - d. June 2024 (*Page 344*)
 - 2. FY2024-2025 Financial Reports
 - a. July 2024 (*Page 352*)
 - 3. FY2023-2024 Admin vs. Direct Allocation Report
 - a. March 2024 (*Page 360*)
 - b. April 2024 (*Page 361*)
 - c. May 2024 (*Page 362*)
 - d. June 2024 (*Page 363*)
 - 4. FY2024-2025 Admin vs. Direct Allocation Report
 - a. July 2024 (*Page 364*)
- L. Purchase of Services Outstanding Payments Discussion – Vini Montague
 - 1. Payments and Authorizations Timeline Summary (*Page 365*)
 - 2. Purchase of Services Late Bill Report (*Page 369*)
- M. FY2025 Board Budget – Vini Montague (*Page 374*)
- N. Review of FY2023-2024 Vendor Audits – Vini Montague (*Page 375*)
- O. Audits Update – Vini Montague
 - 1. DDS Draft Audit Report of FY2021-2022 & FY2022-2023 and NLA Response (*Page 377*)
 - 2. Independent Audit of FY2023-2024
 - 3. CalPERS Audit of July 1, 2021 to June 30, 2024 (*Page 409*)
- P. Revised Salary Schedule – Betsy Monahan (*Page 411*)
- Q. Human Resources – Betsy Monahan
 - 1. Ensure Personnel Policies in Compliance with DDS Contract
 - 2. 4th Quarter HR Report (*Page 416*)

3. Monthly Human Resource Report
 - a. April 2024 (*Page 417*)
 - b. May 2024 (*Page 420*)
 - c. June 2024 (*Page 423*)
 - d. July 2024 (*Page 426*)
 - e. August 2024 (*Page 429*)
4. Temporary Staff Statistics Report
 - a. April 2024 (*Page 433*)
 - b. May 2024 (*Page 434*)
 - c. June 2024 (*Page 435*)
 - d. July 2024 (*Page 436*)
 - e. August 2024 (*Page 437*)

R. Board Member Conflict of Interest – Betsy Monahan (*Page 438*)

VI. Executive Session

- A. Quarterly Legal Update

VII. Review of Meeting Action Items (*Item Owner and Due Date*)

- A. Administrative Affairs Committee Action Log

VIII. Items for the Next Board Meeting

- A. Minutes of the April 23rd Meeting
- B. Authorize Officer to Secure Worker’s Compensation for Calendar Year 2025
- C. NLACRC Insurance Coverage for FY2024-2025
- D. Regional Center Contract with DDS
- E. Approval of Contracts
- F. 4th Quarter Report of New Vendorizations
- G. 3rd & 4th Quarterly PRMT and UAL Fees Reports
- H. Financial Reports
- I. Payments and Authorizations Timeline Summary
- J. Purchase of Services Late Bills Report
- K. 4th Quarter HR Report
- L. Monthly Human Resources Report
- M. Temporary Staff Statistics Report
- N. Board Member Conflict of Interest
- O. Revised Salary Schedule

IX. Announcements/Information/Public Input

- A. Next Meeting: Thursday, November 21, 2024
- B. Committee Attendance (*Page 440*)

- C. **Adjournment**

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

April 23, 2024

Present: Brian Gatus, Ana Quiles, Leticia Garcia, Andrew Ramirez, Andrea Devers
Vini Montague, Kimberly Visokey, Cristina Preuss, Sheila King, Evelyn McOmie – Staff Members
Joe Huie- Lindquist von Husen, Andy Ou- Lindquist von Husen, Marianita Mendez- DDS, Christing Bagley – DDS, Jasmine Barrios – Minutes Services, - Guests

Absent: Sharmila Brunjes, Lillian Martinez, Rocio Sigala– Committee Members

I. Call to Order

Brian Gatus called the meeting to order at 6:00 pm.

II. Public Input

Leticia Garcia and the present Committee and staff wished Brian Gatus a Happy Birthday.

III. Consent Items

A. Approval of Agenda

Brian noted that Item V. People Scout presentation will be deferred. The Committee requested to know the amount of money that has already been paid to PeopleScout. Vini will look into it and will present the information as part of the Board Meeting PeopleScout presentation.

M/S/C (A. Quiles/L. Garcia) To approve the agenda as revised.

B. Approval of Minutes of the February 27th Meeting

M/S/C (L. Garcia/A. Quiles) To approve the Meeting Minutes as presented.

C. Approval to Authorize an Officer to Secure Insurance Coverage for FY2024-2025

M/S/C (A. Quiles/L. Garcia) To approve the authorization as presented.

IV. Lindquist, Von Husen & Joyce Presentation of NLA's IRS Form 990 Tax Return – Joe Huie

Vini Montague introduced Joe Huie and Andy Ou from Lindquist, Von Husen & Joyce, who reviewed the IRS Form 990 Tax form, as presented in the packet.

It was noted that on page 21 of the form, there needs to be an indication of 3.00 hours for all Board Members and to ensure that the names of the Board Members are updated. Joe Huie noted that the form needs to be filed by May 15th. Vini will work with Joe to make the revisions before the presentation to the entire Board at the May Board Meeting.

V. PeopleScout Presentation of Recruitment Status - *deferred*

VI. Committee Business

A. Review & Approve Committee's Draft Critical Calendar for FY2024-2025 – Brian Gatus

Brian reviewed this information as presented in the packet. The Committee Meetings will continue for Tuesdays unless changed by the new slate of Committee Members who will be joining in the next FY.

M/S/C (A. Quiles/L. Garcia) To approve the draft Critical Calendar as revised.

B. Credit Line Update – Vini Montague

1. Current Credit Line and Cash Flow Update

Vini shared that NLA has not borrowed against the line of credit and that she has no projection that any amount will be borrowed against the line of credit from now until June 30.

2. Approval to Authorize an Officer to Secure a Credit Line for FY2024-2025

The current credit line at City National Bank is \$60 million, with a seasonal increase of \$70 million for April, May and June. The purpose of the line of credit is to have one month of cash needs available. NLA currently operates with cash needs of approximately \$80 million per month. The request is to increase the standard line of credit for FY24-25 to \$70 million with a maximum credit of \$80 million line for March-June.

M/S/C (A. Quiles/L. Garcia) To approve the Credit Line increase request.

3. Approval to Authorize an Officer to Make Disbursements & Execute Disbursement Instructions. This resolution would be to authorize an officer to secure the line of credit and make disbursements from the line of credit as needed.

M/S/C (A. Quiles/L. Garcia) To approve authorization as presented in the packet

C. ARCA Dues for FY2024-2025 – Vini Montague

This item was reviewed as presented in the packet. It was noted that there will be a significant increase in the dues this year, 49%. It was also noted that dues have not increased in the last 6 years.

There were questions in regards to the benefits for Board Members, as it applies to ARCA membership. The Committee also requested information on regional centers that have not joined ARCA. Vini will determine the benefits to Membership as it relates to Board Members and will present the related information at the upcoming Board Meeting.

M/S/C (L. Garcia/B. Gatus) To approve the recommendation of the ARCA Membership dues to the Board. The motion passed with one opposition from A. Quiles.

D. Operation Contracts Expiring June 30 - No Contracts

E. Approval of Contracts – Vini Montague

The contracts were presented in the packet; the list will be divided into three different sections and voted in 3 separate votes. It was noted that in the Board Meeting, all start-up contracts will be presented together (Items 27 and 28).

1. Careone Agency, LLC PL2267-062 – New Vendorization (Page 81)
2. Careone Agency, LLC HL1089-862 – New Vendorization (Page 85)
3. NU Care Long Beach, Inc HL1061-862 – New Vendorization (Page 89)
4. Assisted Caregiver Services HL1086-862 – Entity Change (Page 93)

M/S/C (L. Garcia/B. Gatus) To approve Contracts 1-4. The motion was passed with 1 abstention from A. Quiles.

5. Start Fresh ILS HL1032-520 – Entity Change (Page 97)
6. Sandler, Lisa M PL2277-785 – Entity Change (Page 101)
7. Start Fresh ILS PL2168-896 – Entity Change (Page 105)
8. B.I.G. Solutions LLC PL2270-028 – New Vendorization (Page 109)
9. Alejandra Gutierrez DBA Ability Family Services PL2271-055 – New Vendorization (Page 113)
10. Active Living Services Inc PL2278-055 – New Vendorization (Page 117)
11. Workability PL2269-076 – New Vendorization (Page 121)
12. Swimscaape, LLC PL2274-106 – New Vendorization (Page 125)
13. Sekhon, Sharn Psy.D. PL2281-785 – New Vendorization (Page 129)
14. Care Connection Home Health Agency HL1079-854 – New Vendorization
15. Liberty Behavioral & Community Services Inc. HL1060-880 – New Vendorization (Page 133)
16. Therapeutic Living Centers for the Blind HL1087-880 – New Vendorization (Page 137)
17. Gaines, Dr. Lawrence PL1724-056 – U&C for Intake Assessments (Page 141)
18. Gittelsohn Psychological Services PL2213-056 – U&C for Intake Assessments (Page 145)

19. Sandler, Lisa M. PL2292-056 – U&C for Intake Assessments (Page 149)
20. Elwyn CA – Gretchen SRF PL2276-109 – New Operations for CPP Startup Home (Page 153)
21. Elwyn CA – Gretchen SRF PL2275-113 – New Operations for CPP Startup Home (Page 158)
22. G&C Adult Residential Facility – Swinton Home PL2280-109 – New Operations for CPP Startup Home (Page 161)
23. G&C Adult Residential Facility – Swinton Home PL2279-113 – New Operations for CPP Startup Home (Page 168)
24. PC Lancaster C12 CCH, People’s Care LLC HL1095-899 – ELARC CPP Home in AV (Page 171)
25. PC Lancaster C12 CCH, People’s Care LLC HL1093-902 – ELARC CPP Home in AV (Page 171)
26. PC Lancaster C12 CCH, People’s Care LLC HL1094-903 – ELARC CPP Home in AV (Page 171)
27. FY2024 HCBS, Service Code 999 – POS & OPS (Page 177)
28. FY2024 CPP/CRDP, Service Code 999 – FY2024 CPP Startup Projects (Page 181)

M/S/C (L. Garcia/A. Quiles) To approve Contracts 5-28.

29. Maxim PL1025-062 – U&C Rate Increase (Page 188)

It was noted that this vendor previously presented to the Committee and the Board and was denied. A usual and customary rate increase was requested in 2021 and it was denied. They are currently requesting a rate increase from \$28 per hour to \$38 per hour due to a cost-of-living increase, a 35.7% increase. The vendor currently serves 124 NLA consumers. In the event that Maxim makes the determination to no longer serve NLA consumers, NLA will transfer the affected consumers to another service provider and the potential impact to consumers will be presented to the Committee.

M/S/C (L. Garcia/B. Gatus) To recommend a counteroffer to the vendor of the benchmark rate of \$34.89 as an hourly rate.

After the motion was made, further discussion resulted in the request to rescind the motion.

M/S/C (L. Garcia/B. Gatus) To deny the USC rate increase as presented. The motion passed with 1 abstention from A. Quiles.

It was determined that with future requests for USC rate increases, NLA includes information on the impact on consumers in the event that the rate increase is denied and the capacity to meet the needs of the affected consumers.

F. Quarterly Fees Reports for PRMT and UAL – Vini Montague

1. 3rd Quarter PRMT Fees Report by U.S. Bank - *deferred*
2. 3rd Quarter UAL Fees Report by U.S Bank & PFM Asset Mgmt - *deferred*

G. FY2023-2024 Financial Reports – Vini Montague

1. FY2023-2024 Financial Reports
 - a. January 2024
 - b. February 2024

2. FY2023-2024 Admin vs. Direct Allocation Report
 - a. January 2024
 - b. February 2024

These items were reviewed as presented in the packet.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 13.1%.

H. Social Recreation, Camp & Non-Medical Therapies Services Report – Vini Montague

This item was reviewed as presented in the packet.

Number of Total Paid Auths.: 768 authorizations/ \$720,527

Number of Total Auths. with no Billing: 154

Ana requested information on mechanisms for individuals with outstanding Social Rec reimbursement payments. Cristina shared that NLA is currently tracking if there are any Social Rec concerns request challenges that the FPS are receiving and will report, and it will be presented at the next Consumer Services Committee. Evelyn and Cristina will work on this item and will report to the next Consumer Services Committee. The feedback collected regarding the data and the interpretation of the results will also be presented at that time.

After discussion, the Committee determined to continue the report for this item at the Consumer Services Meeting.

M/S/C (A. Quiles/A. Ramirez) To move this item to the Consumer Services Committee for a data report from NLA regarding the process for outstanding Social Rec reimbursements.

I. Purchase of Services Outstanding Payments Discussion – Vini Montague

This item was reviewed as presented in the packet.

This report was expanded to include more information but concerns were raised regarding the increase of outstanding vendor authorization issues from 19 prior to 2022 to 119 to date.

J. Audits Update – Vini Montague

1. DDS Audit of FY2021-2022 and FY2022-2023
Vini shared there are no updates to this item.

2. Independent Audit of FY2022-2023

Vini shared there are no updates to this item.

3. Social Security Audit

Vini shared that a staffing and workload issue within the revenue team caused a delay in report submission, causing them to become past due. NLA reviewed a plan with the team to ensure that they will maintain the reporting going forward and that there is a mechanism for this process. All of these outstanding items have been closed out, and Social Security sent NLA a letter this week stating that the audit is closed.

J. Human Resources Update – Sheila King

It was shared that Parita Burmee is no longer working with NLA. Sheila King reported this item to the Committee.

1. 3rd Quarter HR Report

Sheila reviewed the information as presented in the packet.

Positions on Hold: 76

New Hires: 43

Promotions: 19

Separations: 27

2. Monthly Human Resource Reports

Sheila reviewed the information as presented in the packet.

3. Temporary Staff Statistics Update

Sheila reviewed the information as presented in the packet.

The Committee requested information on what pathways are being created to retain and recruit adequate staffing. Sheila shared that there are Service Awards held annually to recognize staff with years of service. It was reiterated that the question in regards to recruitment, that PeopleScout should be consulted on what actions are being taken to increase recruitment efforts and what has been done since their work started in November 2023.

It was also proposed that NLA consider a recent insurance benefit for staff whose children are or were born with disabilities. Leticia will email the article to the Committee for review.

Ana Quiles requested a meeting with herself and NLA staff to discuss the report to the May Executive Committee regarding issues related to PeopleScout, recruitment, retention, employee engagement and lead positions.

M/S/C (L. Garcia/A. Ramirez) To approve the HR presentation regarding PeopleScout status, recruitment, retention, employee engagement and lead positions.

K. Revised Salary Schedule – Vini Montague

Vini shared that after the Board approved the Salary Schedule for posting, there were errors noted that require additional revisions before posting. Vini will make the appropriate revisions.

VII. Executive Session

- A. Quarterly Legal Update - *deferred*
- B. Employee Salaries

M/S/C (L. Garcia/A. Ramirez) To enter the Executive Session at 7:48 pm.

M/S/C (L. Garcia/A. Ramirez) To exit the Executive Session at 7:57 pm.

VIII. Review of Meeting Action Items

- A. Update the list of Board Members and hours from 2.0 to 3.0 on page 27 of the IRS Form 990 before the May 15th submission (Vini Montague/Joe Huie)
- B. To include a list of additional trainings, academies, and benefits of ARCA Membership, as it pertains to Board Members (Vini/Board Support)
- C. To organize/group contracts by common type for final Board approval at the May Board Meeting (Vini Montague/Board Support)
- D. To move the Social Rec Outstanding Payment item to the Consumer Services Committee agenda (Board Support)
- E. To schedule a meeting regarding clarity for the HR presentation at the May Executive Committee Meeting (Ana Quiles and Cristina Preuss)
- F. To add the HR Presentation to the May Executive Committee agenda (Board Support)
- G. To add Salaries as an Executive Session agenda item for the May Executive Committee Meeting (Board Support).

IX. Board Meeting Agenda Items

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the Minutes of the February 27th Meeting
- B. Authorize Officer to Secure Insurance Coverage for FY2024-2025
- C. Lindquist Presentation of Form 990
- D. PeopleScout Presentation of Recruitment Status
- E. Draft Critical Calendar for FY2024-2025
- F. Authorize Officer to Secure Credit Line for FY2024-2025
- G. Authorize Officer to Make Disbursements & Execute Disbursement Instructions
- H. ARCA Dues for FY2024-2025
- I. Approval of Operation Contracts Expiring 6/30
- J. Approval of Contracts
- K. 3rd Quarter PRMT and UAL Fees Reports
- L. FY2023-2024 Financial Reports

- M. Social Recreation, Camp & Non-Medical Therapies Services Report
- N. Payments and Authorizations Timeline Summary
- O. 3rd Quarter HR Report
- P. Monthly Human Resources Report
- Q. Temporary Staff Statistics Report
- R. Approval of Revised Salary Schedule

X. Announcements / Information Items / Public Input

- A. Next Meeting: TBD
- B. Committee Attendance

No public input

XI. Adjournment

Ana Quiles adjourned the meeting at 8:06 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

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



Administrative Affairs Committee Recommendation to the Board

The North Los Angeles County Regional Center, Inc. (“NLACRC”) Administrative Affairs Committee is recommending the Board of Trustees to authorize the Executive Director, Chief Financial Officer or Deputy Director to execute insurance binders and purchase workers compensation insurance for the period of January 1, 2025 through December 31, 2025.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date

Board Resolution for Workers Compensation Insurance

The following resolution was adopted at a meeting of The North Los Angeles County Regional Center, Inc. Board of Trustees held on the 9th day of October 2024, in accordance with the laws and by-laws of the above organization.

RESOLVED that the Board of Trustees of the North Los Angeles County Regional Center authorizes the Executive Director, Chief Financial Officer or Deputy Director to execute insurance binders and purchase workers compensation insurance for the period of January 1, 2025 through December 1, 2025.

CERTIFICATION BY SECRETARY: I certify that (1) I am the Secretary of the North Los Angeles County Regional Center; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by the North Los Angeles County Regional Center Board of Trustees; and (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024
Date



NORTH LOS ANGELES COUNTY
regional center

Property & Casualty Insurance Program

September 2024

© 2023 ARTHUR J. GALLAGHER & CO. | AJG.COM



Gallagher

Insurance | Risk Management | Consulting

Some of Our Regional Center Clients

- Alta California Regional Center
- Central Valley Regional Center
- Eastern LA Regional Center
- Far Northern Regional Center
- Inland Regional Center
- Kern Regional Center
- Lanterman Regional Center
- North Bay Regional Center
- Regional Center of the East Bay
- Redwood Coast Regional Center
- Tri-Counties Regional Center
- Valley Mountain Regional Center



North Bay
Regional Center



Far Northern
Regional Center



Redwood Coast
Regional Center



EASTERN LOS ANGELES
REGIONAL CENTER



KERN
REGIONAL
CENTER



Tri-Counties
Regional Center



CENTRAL VALLEY
REGIONAL CENTER

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
General / Professional Liability 7/1/24-7/1/25	NIAC A IX	General, Professional, and Sexual Abuse Liability <ul style="list-style-type: none"> \$1 million per claim (separate limits) \$3 million annual aggregate (separate limits) Employee Benefits Liability <ul style="list-style-type: none"> \$1 million per claim \$3 million annual aggregate Social Service Professional <ul style="list-style-type: none"> \$1 million per claim \$3 million annual aggregate Liquor Liability and Abuse <ul style="list-style-type: none"> \$1 million per claim/Aggregate Each 	N/A	\$199,705
Automobile Liability 7/1/24-7/1/25	NIAC A IX	\$1M CSL Non-owned / Hired Car Liability	\$500	Included above
Executive Package 7/1/24-7/1/25	NIAC A IX	\$1M Directors & Officers \$1M Employment Practices \$2M Policy Aggregate Defense costs are paid in addition to the limit of liability	\$75,000 \$75,000	\$139,700

- NIAC's, the number one insurance provider for Nonprofits in CA, book of business is deteriorating due to losses, which is resulting increased rates, reduced coverages, and increase deductibles
- The Executive Package retention (Deductible increased from \$25k to \$75k)

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
Umbrella Liability 7/1/24-7/1/25	NIAC A IX	\$3M each claim and general aggregate that extends over the General, Professional, Abuse, Auto, Employers, and Employee Benefits Liability coverages. \$2M each claim and aggregate that extends over the D&O Liability	NIL	\$100,745
Excess Umbrella (NEW)	QBE Specialty	\$2M each claim and general aggregate that extends over the General, Professional, Abuse, Auto, Employers, and Employee Benefits Liability coverages.	\$1M/\$3M Underlying Layer	\$145,000
Property 7/1/24-7/1/25	Philadelphia A++ XV	\$23,562,882 Building / Tenants Improvements \$3,961,676 Business Personal Property \$6,000,000 Business Income \$3,950,000 Valuable Papers and Cloud Storage \$5,140,990 Computer Hardware	\$25,000 \$25,000 72 Hours \$5,000 \$25,000	\$83,693
Earthquake/Flood 7/1/24-7/1/25	Evanston A XV	\$5M per occurrence and in the aggregate \$43,262,701 in Total Insurance Value	EQ 5% of TIV subject to \$25K minimum Flood \$25K	\$73,670

- NIAC reduced the limits they can offer on the Umbrella from \$4M to \$3M resulting in the need to purchase a Excess Insurance
- The main driver of cost on the Excess Insurance is the Sexual Abuse insurance, which has drastically increased **market wide** in the past year. This is **NOT** specific to North LA's exposures or loss experience.
- For the Property, Great American Non-Renewed the insurance due to market deterioration. Thus, through marketing we decided to move to Philadelphia for the best coverage and premium comparison
- Valencia location is under a separate limit on the property and is subject to a \$50K deductible

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
Crime 7/1/24-7/1/25	Great American A+ XV	\$4,000,000 Employee Theft \$4,000,000 Forgery or Alteration Limit \$4,000,000 Theft of Money and Securities Limit \$4,000,000 Outside the Premises - Money & Securities Limit \$4,000,000 Computer Fraud Limit \$4,000,000 Funds Transfer Fraud Limit \$4,000,000 Money Orders & Counterfeit Currency Limit	\$30,000 \$30,000 \$30,000 \$30,000 \$30,000 \$30,000	\$15,919
Fiduciary Liability 7/1/24-7/1/25	Hudson A XV	\$1M each claim and aggregate	\$25,000	\$5,369
Cyber Liability 7/1/24-7/1/25	Beazley/ Lloyds A XV	\$1M Cyber Incident Response Fund \$1M Business Interruption and Extra Expenses \$1M Digital Data Recovery \$1M Network Extortion \$1M Cyber, Privacy, and Network Liability \$1M Payment Card Loss \$1M Regulatory Proceedings \$1M Media Liability \$1M Policy Aggregate \$250,000 Social Engineering Fraud	\$100,000 \$100,000/10 hr. \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000	\$36,113

- Great American also insured the first \$500k of the Crime limit on the property policy and this year we consolidated onto 1 policy
- Fiduciary and Cyber are starting to perform better than prior years, resulting in a flat renewal

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
Employed Lawyers Professional Liability 7/1/24-7/1/25	Philadelphia A++ XV	\$1M per claim and aggregate	\$5,000	\$10,681
Workers' Compensation 1/1/23 – 1/1/24	Quality Comp Not Rated Safety National \$500K xs A++ XV	Statutory Limits	NIL	\$689,093
Volunteer Accident 6/1/23-6/1/24	Philadelphia Indemnity Insurance Co.	\$25,000 Principle Sum \$500,000 Aggregate	NIL	\$300
Workplace Violence (NEW)	AXA SA	\$250,000 Personal Accident, Per Insured Person \$5,000,000 Business Interruption, Per Insured Event \$5,000,000 Aggregate	NIL 6 Hr Waiting	\$6,139

- NIAC's, the number one insurance provider for Nonprofits in CA, book of business is deteriorating due to losses, which is resulting increased rates, reduced coverage, and increase deductibles
- The Executive Package retention (Deductible increased from \$25k to \$75k)
- Workplace Violence Insurance was added this year, due to recent incident and CA law passing

Premium History

Policy	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
General / Professional Liability	\$ 105,341	\$ 119,174	\$ 128,103	\$ 149,711	\$ 199,705
Excess Liability - \$2M	\$ 52,689	\$ 57,724	\$ 62,585	\$ 77,273	\$ 100,745
2nd Layer - \$2M	<i>NEW Coverage</i>				\$ 145,000
Directors & Officers	\$ 84,200	\$ 86,873	\$ 94,609	\$ 117,275	\$ 139,700
Property	\$ 42,596	\$ 49,017	\$ 56,936	\$ 70,764	\$ 83,693
Excess Crime	\$ 8,439	\$ 9,424	\$ 10,835	\$ 11,919	\$ 15,919
Earthquake and Flood	\$ 48,437	\$ 51,625	\$ 55,481	\$ 65,519	\$ 73,671
Cyber Liability	\$ 32,949	\$ 50,072	\$ 36,137	\$ 36,113	\$ 36,113
Fiduciary Liability	\$ 4,868	\$ 5,111	\$ 5,264	\$ 5,369	\$ 5,369
Employed Lawyers Professional	\$ 8,703	\$ 8,703	\$ 8,703	\$ 8,703	\$ 10,681
Workers Comp	\$ 738,185	\$ 622,816	\$ 644,123	\$ 637,562	\$ 689,093
Workplace Violence	<i>NEW Coverage</i>				\$ 6,139
	\$ 1,126,407	\$ 1,060,539	\$ 1,102,776	\$ 1,180,208	\$ 1,505,828

2024-25 Renewal Changes

- The Excess Limit required a 'Second Layer' due to marketplace deterioration to make sure limits are consistent with expiring. Note this is happening for most clients across the board and not specific to North LA County Regional Center.
- The Property was moved to Philadelphia from Great American, which resulted in a higher rate and a slight increase in TIV of 7%
- Volunteer Accident Coverage renewed along with the above for the 2 year at \$300
- Revenues increased by 15% (impacts Liability, Directors & Officers, and Crime premiums)
- Number of Employees increased 9% (impacts Liability, Directors & Officers, and Crime premiums)

State of the Insurance Market

Increased Premiums: Nonprofits in California are facing significant premium increases, ranging from 10-25% or more. This is driven by the increased frequency and severity of natural disasters such as wildfires, economic inflation, and evolving legislative and regulatory changes

Natural Disaster Impact: The rise in natural disasters, particularly wildfires, has led to higher insurance claims, which in turn drive up insurance costs. Insurers are adjusting their rates to account for the increased risk associated with these events

Regulatory and Legislative Changes: Changes in California's regulatory and legislative landscape are affecting insurance rates. Insurers are recalculating risks and adjusting premiums accordingly to align with new regulations and increased liability exposures

Market Dynamics: The property market is experiencing a shift with increased capacity leading to some softening of rates. However, this is counterbalanced by concerns over severe weather events and other catastrophic risks

Risk Reassessment: Advances in technology and data analytics have led insurers to reassess their risk models. This reassessment often results in higher premiums as insurers correct previously underpriced risks

Insurance Availability: Obtaining property insurance has become more challenging, with insurers sometimes refusing to write new policies, not renewing existing ones, or withdrawing from certain high-risk areas altogether. This has led to increased reliance on the California FAIR Plan, which is designed as a last-resort market but often leaves nonprofits underinsured

Increased Deductibles and Coverage Adjustments: Nonprofits may need to consider higher deductibles and reassess their coverage options to manage costs. Exploring alternative insurance options and enhancing risk management practices can help mitigate some of the premium increases

NIAC Update

- There is an underlying rate increase of 15-20% for all casualty lines. This does not account for changes in exposures or adjustments made due to loss history.
- Renewal Directors & Officer Deductible will increase to \$75K due to updated NIAC guidelines
- Excess Limits are lowering and outside options will be explored

Line of Coverage	Current Market (Rate Increases)
General Liability	10 to 15%
Professional Liability	0 to 10%
Sexual Abuse (3 rd Party)	5 to 15%
Auto Liability	10 to 20%
Excess Liability/Umbrella	10 to 25%
Property (No Brush Exposure)	10 to 30%
D&O/Employment Practices	15 to 25%
Crime	0 to 10%
Fiduciary Liability	0 to 10%
Cyber Liability	5 to 15%
Accident	0 to 5%
Security Risk Management	5 to 15%
Earthquake	15 to 40%
Flood	0 to 10%
Workers' Compensation	0 to 10%

Thank you!



Gallagher

Insurance | Risk Management | Consulting

Simone Khanna
Area Vice President
CA License No. 0J23709



Gallagher

Insurance | Risk Management | Consulting

C: 949 922 6002 | F: 818 539 8783
www.ajg.com | Simone_Khanna@ajg.com
[linkedin.com/in/simonedyer/](https://www.linkedin.com/in/simonedyer/)
500 North Brand Boulevard, Suite 100, Glendale, CA 91203
Arthur J. Gallagher Risk Management Services LLC.
CA License No. 0D69293

North Los Angeles County Regional Center
Administrative Affairs Committee

Policies & Procedures

Bylaws

The Administrative Affairs Committee is a standing committee of the Board of Trustees of the North Los Angeles County Regional Center Inc., established in Article VII, Section 8, of the bylaws.

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 policy affecting other areas of administrative services.

The term of appointment for members is one year. The treasurer serves as the chairperson of the committee.

Process

The Administrative Affairs Committee is scheduled to meet on a monthly basis, but can meet more often if needed. The chief financial officer will be consulted when appropriate. Meetings are normally attended by members, the executive director and the chief financial officer. Interested board members and other parties are invited to attend.

Content

The Administrative Affairs Committee may address issues assigned to it by the Board of Trustees or brought to the attention of the committee by the executive director.

The Administrative Affairs Committee is responsible for review of budget and operational matters, including but not limited to:

- Review of projected expenditures in relation to projected income.
- Review of actual expenditures in relation to fiscal position of the North Los Angeles County Regional Center.
- Recommend policy to the board regarding income and expenditures.

- Recommend response to the Department of Developmental Services related to the contract and other fiscal matters.
- Review information and recommend action to the board related to personnel issues including compensation, personnel policies and related issues.
- Review information and recommend action to the board related to office space, including review of office space leases and plans for layout to reflect anticipated expansion and retrenchment.
- Review all contracts over \$250,000 and recommend action to the board to approve or not approve the contracts.

Administrative Affairs Committee

I. Knowledge

- A. Lanterman Act.
- B. Applicable contract provisions.
- C. Basic understanding of sound financial, nonprofit business and administrative practices.
- D. Understanding committee duties and responsibilities.

II. Skills

- A. Conducting effective meetings.

III. Dangers

- A. Assuming all issues are operational.

IV. Administrative Affairs Committee Questions:

- A. Contract and amendments with the Department of Developmental Services (DDS).
 - 1. Has the committee received and reviewed the center's contract with DDS?
 - 2. Has the contract or amendments been signed?
 - 3. Are there any changes to the contract that require committee attention?

- B. Finance
 - 1. Has the committee reviewed the center's budget allocation from DDS?
 - 2. Has the committee received and reviewed a report on the center's projected operating expenditures compared with the center's operating budget?
 - 3. Has the committee reviewed the Purchase of Service Expenditure Projection (PEP) report and has the committee received a report on the center's projected purchase of service (POS) expenditures compared with the center's POS budget?

4. Does the center have a sufficient credit line? Will it be required in the current fiscal year?
5. Has the committee received and reviewed the annual independent audit report prepared by the center's certified public accounting (CPA) firm?
6. Is there a management letter included with the audit report and has the committee reviewed the letter?
7. Has the committee reviewed management's response to the letter?
8. Did management's response satisfy the auditor's questions?
9. Has the committee received and reviewed the IRS Form 990 prepared by the center's CPA firm?
10. Does the center have sufficient cash or credit line to meet its financial obligations?

C. Committee Operations

1. In May of each year, a critical calendar is established for the next fiscal year.
2. Is the critical calendar monitored and updated as needed?
3. Has the committee and all new committee members received committee orientation and training?

D. Insurance

1. Did the committee receive and review an annual report on the center's insurance coverage?
2. Are the current limits and coverage sufficient?

E. Legal

1. Has the committee been apprised of potential and pending litigation involving the center?
2. Does any litigation necessitate a review of Board policy or follow-up by the executive director?

F. Human Resources

1. Are the center's compensation, benefit programs, and personnel practices appropriate for our industry?
3. Are personnel policies in compliance with current law?
4. Are personnel policies consistent with the DDS contract?

5. Has the committee been advised of any significant change in employment practices or procedures that could affect the level of services provided or employee morale?
6. Are union-related issues being monitored and reported?
7. Is staff turnover reasonable or exceptional?
8. Does the center have a staff development plan that supports the Board's vision of service provision? (review annually)

G. Contracts over \$250,000.

1. Has the committee reviewed and discussed the service provider contracts?
2. Has the committee received sufficient information to make a recommendation to the Board to approve or not approve the contract?

H. Audits

1. Has the committee received and reviewed the biennial DDS audit of NLACRC?
2. Has the committee received and reviewed the biennial DDS audit of family home agencies?
3. Has the committee received and reviewed the biennial DDS home and community-based services waiver audit?
4. Has the committee received and reviewed the annual summary of service provider audits conducted by the center?
5. Has the committee been updated on any miscellaneous audits of the center (e.g. Social Security)?

I. Leases

1. Has the committee received and reviewed an annual report of the center's facility leases?

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2024-25

Month	Activity
July	(The committee does not meet in July)
August	(The committee does not meet in August) <i>Note: Independent audit entrance meeting occurs in August</i>
September	AA Orientation for new committee. AA Review policies & procedures, board audit section, action log for previous fiscal year, and meeting schedule. C Review center’s contract with DDS. C Are there any changes to the center’s contract that require committee attention_or change in Board Policy? C Has the center’s contract been signed? F Review approved critical calendar for new fiscal year. F Status report on new credit line and cash flow. HR Review 4 th quarter human resources report. HR Review any Board Member Conflict of Interest L Quarterly legal update (Executive session). F Review POS Late Bill Report F Review Detailed Financial Reports I Recommend to the Board to authorize an officer to secure workers compensation insurance for next calendar year. I Review Center’s insurance coverage for the new fiscal year. PRMT Review 4 th quarter fees report on U.S. Bank transactions. UAL Review 4 th quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. F Update on independent audit HR Ensure personnel policies in compliance with DDS contract. 4 th Quarter Reporting of New Vendorizations
October	(The committee does not meet in October)
November	HR Review 1 st quarter human resources report. PRMT Review 1 st quarter fees report on U.S. Bank transactions. UAL Review 1 st quarter fees report on U.S. Bank & PFM Asset Mgmt

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2024-25

Month	Activity
	<p>transactions.</p> <p>C Status report on lease agreements.</p> <p>F Update on independent audit</p> <p>L Quarterly legal update (Executive session). 1st Quarter Reporting of New Vendorizations</p>
December	(The committee does not meet in December)
January	(The committee does not meet in January)
February	<p>F Review annual CPA audited financial statement.</p> <p>F Review management letter, if any.</p> <p>F Review management response to letter, as needed.</p> <p>F Review auditor’s response to management response letter, as needed.</p> <p>PRMT Review 2nd quarter fees report on U.S. Bank transactions.</p> <p>UAL Review 2nd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions.</p> <p>F Review Purchase of Services (“POS”) projection of surplus/deficit.</p> <p>HR Review 2nd quarter human resources report.</p> <p>L Quarterly legal update (Executive session).</p> <p>F Review Detailed Financial Reports</p> <p>F Review ARCA PEP Statewide Report</p> <p>I Review Insurance for Upcoming Fiscal Year 2nd Quarter Reporting of New Vendorizations</p>
March	(The committee does not meet in March)
April	<p>AA Review and approve draft critical calendar for upcoming fiscal year</p> <p>F Establish credit line for upcoming fiscal year - yes/no?</p> <p>F Review and make recommendation to Board regarding ARCA dues for upcoming fiscal year</p> <p>L Quarterly legal update (Executive session)</p> <p>HR Review 3rd quarter human resources report.</p> <p>I Recommend to the Board to authorize an officer to secure insurance in June for next fiscal year.</p>

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2024-25

<i>Month</i>	<i>Activity</i>
	PRMT Review 3 rd quarter fees report on U.S. Bank transactions UAL Review 3 rd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. F Status report on current credit line and cash flow F Establish credit line for the budget year for upcoming fiscal year AA Review & Approve operational contracts over \$250K expiring 6/30 L CPA presentation on IRS Form 990 tax return. 3 rd Quarter Reporting of New Vendorizations
May	(The committee does not meet in May)
June	(The committee does not meet in June)
Monthly or as needed	F Review budget allocation from DDS F Review budget amendments AA Committee trainings F Review statewide regional center POS Report F Review contracts F Review Audit Report(s) conducted by various entities of the Center L Update on pending litigation HR Report on union-related issues
<u>LEGEND</u>	
AA: Administrative Affairs	HR: Human Resources
C: Contract	I: Insurance
PRMT: Post-Retirement Medical Trust	L: Legal
	F: Fiscal
	<u>UAL</u> : CalPERS Unfunded Accrued Liability Trust

[ccal.2024-25] Approved:



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 #200 Oakdale Avenue #100, Chatsworth, CA 91311 #www.nlacrc.org

Administrative Affairs Committee Meetings Schedule

FY 2024-25

No meeting in July and August 2024

Tuesday, September 24, 2024
6:00 p.m.

No meeting in October 2024

Thursday, November 21, 2024
5:00 p.m.

No meeting in December 2024 & January 2025

Thursday, February 20, 2025
6:00 p.m.

No meeting in March 2025

Thursday, April 17, 2025
6:00 p.m.

No meeting in May & June 2025

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.

North Los Angeles County Regional Center
Board of Trustees

Contract Policy

1. General

The purpose of the Contract Policy is to establish guidelines for the approval of contracts in the amount of \$250,000 or more by the North Los Angeles County Regional Center's (NLACRC's) governing Board of Trustees in accordance with Welfare and Institutions Code (WIC), Section 4625.5.

2. Departments Affected

This policy applies to all NLACRC employees in the San Fernando Valley, Antelope Valley, and Santa Clarita Valley offices.

3. Responsibility

The Chief Financial Officer's (CFO's) office shall have the overall responsibility to monitor compliance of the Contract Policy. All NLACRC employees must ensure that they comply with the Contract Policy as outlined below.

4. Policy

- A. The Board of Trustees shall approve all contracts in the amount of \$250,000 or more.
- B. Contracts of \$250,000 or more shall not be considered a valid contract until after the Board of Trustees has approved the contract.
- C. The Administrative Affairs Committee may review and make a recommendation to the full Board of Trustees to act on a contract(s).
- D. In those cases when a contract is developed as a result of a consumer(s) Individual Program Plan (IPP), the Board's authority to review and approve the contract does not extend to the review and approval of the consumer(s) IPP.

5. Procedures

- A. When applicable, contracts in the amount of \$250,000 or more may be reviewed by NLACRC's legal counsel.
- B. The term of any employment contract between NLACRC and an employee or contractor shall not exceed the term of the state's contract with the regional center, WIC 4640.6(k)(3).

- C. At the time NLACRC delivers the board packets to the Board of Trustees, the board packets may notify the Board of Trustees of those contracts that the board will be asked to review and approve. Upon request of any board member, the executive assistant to the board will provide a copy of such contract to such board members before the board meeting. The CFO or the CFO's designee may also provide additional contracts for the Board of Trustees to review and approve that were not included in the board packets.
- D. The CFO or the CFO's designee shall present to the Board of Trustees all contracts in the amount of \$250,000 or more for review and approval.
- E. Contracts presented to the Board of Trustees shall include the following the information:
 - 1. The name of the vendor or service provider.
 - 2. The purpose of the contract.
 - 3. The contract term.
 - 4. The total amount of the contract.
 - 5. The rate of payment or payment amount.
 - 6. The method or process utilized to award the contract (i.e. request for proposal, cost statement, other).
 - 7. The method or process utilized to establish the rate or the payment amount.

Upon approval of the contract by the Board of Trustees, the board shall authorize any officer of the corporation to execute the contract without material changes but otherwise on such terms deemed satisfactory to such officer.

- F. If the Board of Trustees does not approve the contract, the CFO, or the CFO's designee, shall notify the vendor or service provider, in writing, that the contract was denied. The CFO or the CFO's designee shall endeavor to provide written notice to the vendor or service provider within ten (10) business days after the Board of Trustees' decision not to approve the contract.
- G. The Board of Trustees has the power to delegate to the Executive Committee of the board the power and authority to approve a contract on behalf of the board.

North Los Angeles County Regional Center
Board of Trustees

Disbursement of Start-Up Funding Policy

I. Purpose:

Purchase of Service (POS) funds may be used by the North Los Angeles County Regional Center to provide grants for reasonable start-up costs associated with resource development. Each fiscal year, the center may receive start-up funding from the Department of Developmental Services (DDS) for approved projects directed towards developing services and supports for consumers. The center strives to develop resources to meet the current and emerging needs of the consumers it serves by awarding start-up funding to service providers or recipients. As such, a formal policy is required to provide grants for reasonable start-up costs associated with resource development to procure new services and supports that are effective, cost-effective, and comply with statute as well as applicable regulations. This start-up funding policy is designed to meet all of the aforementioned and to document the use of the start-up funding.

II. Rationale (or other description):

The center's contract with DDS states that "Contractor shall develop and maintain a policy for the disbursement of start-up monies and shall keep accounting and other records to document the use of these monies."

III. Policy:

- A. The center shall award start-up funds to vendor(s) in accordance with the Board of Trustees' Request for Proposals Policy.
- B. Start-up funds must be utilized for establishing a new or additional program, project, or resource for providing services and supports to consumers.
- C. Start-up funds must be utilized for the direct benefit of consumers. Start-up funds utilized for construction, renovation, alteration, improvement, or repair of real property must be of direct medical or remedial benefit to the consumer.
- D. The use of start-up funds for routine maintenance of a provider's plant or facility is prohibited.

- E. The use of start-up funds for the purchase, lease, or maintenance of a provider's vehicle is prohibited.
- F. The use of start-up funds must be supported by a contract between the center and the vendor with sufficient detail and measurable expectations and results.
 - 1. The contract between the center and the vendor shall include a provision for the fair and equitable recoupment of start-up funds should the vendor cease to provide services to consumers after a specified period of time. The requirement under this section includes start-up funding utilized by the vendor for the purchase of real property.
- G. The center shall maintain an accounting and other records to document the use of the start-up funds by the vendor.

North Los Angeles County Regional Center
Board of Trustees Policy

Executive Director's Evaluation

The Lanterman Act requires regional center boards to provide annual evaluations of their executive directors. The Executive Committee has responsibility for the executive director's evaluation as well as contract negotiation. To ensure confidentiality, the following procedure will be used.

- Trustees with 3 or more months of time served are required to participate in the evaluation. Prior board membership, membership on the Vendor or Consumer Advisory Committee or Board Internship Program will accumulate months of service. Failure to submit a signed evaluation to the Board President by the scheduled date will be treated as resignation from the Board. The board president will be available to help board members who ask for assistance.
- The board president or designee will review the performance evaluations and provide a summary report to the chief organizational development officer (CODO) for inclusion in the review conducted by the Negotiation/Compensation Committee. This information may be typed at the board's attorney's office, as needed. After review by the Negotiation/Compensation Committee and presented to the Executive Committee, the evaluation will be reviewed, in executive session, by the full board. At the discretion of the Negotiating/Compensation Committee, the board attorney may be present, if requested. Four copies of the final letter will be produced: the original and a copy along with all board inputs will be stored and secured at the CODO's office; a copy will go to the executive director; and a copy will be filed with the board's attorney. No other copies of the evaluation or board member inputs will be made.
- Blank evaluations will be reviewed by the board at the September board meeting. The evaluations will be distributed for completion at the February board meeting. Board members will have 1 month to complete the evaluation which is due to the board president by the March board meeting.
- Negotiations – Refer to the Executive Director's Performance Evaluation Timeline.

North Los Angeles County Regional Center
Board of Trustees

Executive Director Recruitment Policy

I. General

The purpose of the Executive Director Policy is to establish guidelines regarding an executive director's unanticipated vacancy, or an executive director's resignation or retirement, and a plan for recruitment. This policy supports the requirements outlined in NLACRC's contract with Department of Developmental Disabilities (DDS), Article VII, Miscellaneous, Section 9, Executive Director Recruitment Policy.

II. Departments Affected

This policy applies to the NLACRC executive director position and the chief organizational development officer (CODO) or their designee. This policy also applies to the center's Executive Committee and Board of Trustees.

III. Responsibility

The center's CODO or their designee shall have the overall responsibility to monitor compliance of the Executive Director Recruitment Policy.

IV. Policy

The CODO or their designee will notify the State within one (1) business day of an unanticipated executive director vacancy. The CODO or their designee will notify DDS within one (1) week of learning of an executive director resignation or retirement. The CODO or their designee shall provide DDS with its plan for executive director recruitment within one (1) month of the above notification.

V. Procedure

The Executive Committee will create a recruitment committee comprised of board members and NLACRC executive staff to develop a recruitment plan. The recruitment plan will be presented to the board of trustees for review and approval prior to submission to DDS.

North Los Angeles County Regional Center

Board of Trustees

Regional Center Worker Retention Policy and Procedure

I. General

The purpose of the Regional Center Worker Retention Policy is to establish procedures for employee retention. This policy and procedure supports the requirements outlined in NLACRC's contract with Department of Developmental Disabilities, Article I, General Provisions, Section 29, Procedures for Employee Retention and in accordance with Welfare and Institutions Code ("WIC") Sections 4639.80 through 4639.83.

II. Departments Affected

This policy applies to all NLACRC employees in the San Fernando Valley, Antelope Valley and Santa Clarita Valley offices.

III. Responsibility

The Center's Executive Leadership staff shall have the overall responsibility to monitor compliance of the Regional Center Worker Retention Policy and Procedure.

IV. Definitions

A. The following definitions apply to this policy and procedure:

1. "Change of operator" means the replacement, by the department, of a contractor with a successor contract.
2. "Contractor" means a nonprofit corporation with which the department contracts to operate a regional center pursuant to WIC, Sections 4621 and 4621.5.
3. "Covered employee" means an individual who has been employed by a contractor for at least 90 days immediately before a change of operator.
 - a. "Covered employee" does not include any of the following:
 - i. A managerial, supervisory, or confidential employee

- ii. A temporary employee
 - iii. A part-time employee who has worked less than 20 hours per week for the predecessor contract for at least 90 days immediately before the change of operator.
- 4. “Department” means the State Department of Developmental Services.
- 5. “Predecessor contractor” means the contractor before the change of operator.
- 6. “Regional center” means a regional center as that term is used in this chapter.
- 7. “Successor contract” means the contractor following the change of operator.
- 8. “Total compensation” means the combined value of the covered employee’s wages and benefits immediately before the change of operator. Total compensation may be paid entirely as wages or in any combination of wages and fringe benefits, to be determined by the successor contractor. Total compensation includes the following amounts:
 - a. The covered employee’s hourly wage rate or per diem value of the covered employee’s monthly salary.
 - b. Employer payments toward the covered employee’s health and welfare and pension benefits shall include only those payments that are recognized as employer payments under paragraphs (1) and (2) of subdivision (b) Section 1773.1 of the Labor Code.
- 9. “Transition period” means a period of 90 days immediately following the effective date of a change of operator.

V. Policy

NLACRC shall follow all applicable employee retention requirements pursuant to WIC Sections 4639.80 through 4639.83, as may be amended from time to time.

VI. Procedure

- A. The Department shall notify a contractor operating a regional center that the Department has awarded, or intends to award, the contract to a different contractor. The notification shall include the effective date of the change of operator and the name, address, and contact information of the successor contractor.
- B. At least 15 days before the effective date of the change of operator, the predecessor contractor shall provide to the successor contractor a list of the names, hire dates, total compensation and classification of all covered employees.
- C. A contract entered into or renewed pursuant to this article shall be subject to all of the following conditions:
 1. Except as otherwise provided in this section, the successor contractor shall agree to retain all covered employees for contract entered into or renewed pursuant to this article shall be subject to all of the following conditions:
 - a. Except as otherwise provided in this section, the successor contractor shall agree to retain all covered employees for at least 90 days following a change of operator.
 - b. During the transition period, the successor contractor shall not reduce the total compensation of any covered employee.
 - c. During the transition period, the successor contractor shall not terminate a covered employee without cause.
 - d. If the successor contractor determines in good faith that it requires fewer employees at a covered employee's principal place of employment during the transition period than were required by the predecessor contractor, the successor contractor shall retain qualified covered employees by seniority within each job classification.
 - e. At the end of the transition period, the successor contractor shall make a written performance evaluation for each covered employee retained during the transition period.

- f. A successor contractor and a labor organization representing covered employees may, by collective bargaining agreement, provide that the agreement supersedes the requirements of this subdivision.
2. At least 15 days before the effective date of a change of operator, the predecessor contractor shall cause to be posted public notice of the change of operator at each principal place of employment of any covered employee. The notice shall include the name of the predecessor contractor and its contact information, the name of the successor contractor and its contact information, and the effective date of the change of operator. The notice shall be posted in a conspicuous place in a manner to be readily viewed by covered employees. At least 15 days before the effective date of a change of operator, the predecessor contractor shall also cause the notice to be sent to any labor organization that represents the covered employees.
3. A successor contractor shall retain the following records, in written or electronic format, for at least three years:
 - a. The list provided to the successor contractor pursuant to paragraph (2) of subdivision (c) of WIC, Section 4639.80.
 - b. All offers of employment made to covered employees.
 - c. All terminations of covered employees during a transition period, including the reasons for termination.
 - d. All written performance evaluations of covered employees made pursuant to section paragraph (4) of subdivision (a) of WIC, Section 4639.81.
4. A covered employee who is not offered employment, who has been discharged in violation of this article, or who has been paid less than the covered employee's total compensation during the transition period, may bring an action against a successor contractor in any superior court of the State of California with jurisdiction over the successor contractor.
5. Upon finding a violation of this article, the court may award back pay, calculated at the rate of the covered employee's total

compensation, for each day the violation has occurred and continues to occur. The court may issue an injunction or appropriate order to stop the continued violation of this article, and provide any other relief as the court deems appropriate.

6. If the covered employee is the prevailing party in the legal action, the court shall award the employee reasonable attorney's fees and costs as part of the costs recoverable.
 7. A covered employee shall not maintain a cause of action under this section solely due to the failure of a successor contractor to provide a written performance evaluation pursuant to paragraph (4) of subdivision (a) of WIC, Section 4639.81.
 8. The rights and remedies provided by this section are in addition to, and are not intended to supplant, any existing rights or remedies.
- D. The provisions of this article are severable. If any provision of this article or its application is held invalid, that invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

North Los Angeles County Regional Center
Board of Trustees

Recovery of Funds Policy

1. Scope

The Recovery Policy applies to all recipients, which include but are not limited to, individuals, service providers, vendors, family members, consumers, partnerships, group associations, and corporations, that NLACRC conducts business with or who receive payment or reimbursement for services and supports.

2. General

NLACRC is the custodian of a variety of public funds. As such, NLACRC has a fiduciary responsibility to oversee these public funds and ensure that these public funds are used for the purpose intended.

The Department of Developmental Services (DDS) has established that the regional center is responsible for reimbursing the State of California for overpayments made by the regional center to any recipient paid by the regional center, even if these same recipients have failed to reimburse the regional center. An “overpayment” is defined as any situation when a recipient receives more funds than they were entitled or eligible to receive from NLACRC. When the regional center is unsuccessful in recovering an overpayment from a recipient, DDS requires that the regional center utilize operations funds to reimburse the State of California to recover the overpayment.

NLACRC’s Board of Trustees places a high importance on protecting the use of the public funds received by NLACRC. Further, the Board of Trustees has established that NLACRC has the right and responsibility to recover funds from any recipient, when it has been determined that the recipient received an overpayment.

3. Responsibility

The chief financial officer’s office shall have the overall responsibility to monitor compliance of the Recovery Policy.

4. Policy

A. If a recipient fails to reimburse NLACRC an overpayment after NLACRC has made a written demand for such reimbursement, NLACRC shall take all appropriate actions, up to the termination of vendorization; the termination

of the contract or agreement; and/or the termination of services for the failure of the recipient to reimburse NLACRC. Additionally, when economically feasible NLACRC shall pursue all methods of recovery, including all legal remedies available to NLACRC, to recover the overpayment from the recipient.

- B. An action of NLACRC to recover an overpayment from a family member vendor or a consumer shall not prevent or preclude the family member or consumer from receiving services and supports as identified in the consumer's Individual Program Plan (IPP).

North Los Angeles County Regional Center
Board of Trustees

Request for Proposals (RFP) Policy

I. Purpose:

The North Los Angeles County Regional Center (Center) strives to provide a comprehensive network of services to meet the current and emerging needs of the consumers it serves. As such, a formal policy is required to procure new services and supports that are person centered, of high quality, innovative, cost effective, outcome driven, and comply with statute as well as applicable regulations. This RFP policy is designed to meet all of the aforementioned and to ensure that current and potential service providers have an open and clear process to vie for the Center's RFPs.

II. Rationale:

The Center's contract with the Department of Developmental Services (DDS) requires that the Center institute a Board-approved policy specifying the circumstances under which the regional center will issue RFPs to address service and support needs and to post such Board-approved policy on the Center's website. Further, the Center is contractually required to establish in its policy the applicable dollar thresholds for requiring the utilization of the RFP process, the RFP notification process, and how submitted proposals will be evaluated and the applicant selected. Additionally, the Center is statutorily required under Welfare & Institutions Code (WIC), Section 4648.11 to require that all such RFPs prepared by the Center for services and supports include a section on issues of equity and diversity.

In that the Center has a need for transparency on processes relating to vendorization and contracting, a Board-approved policy is needed to ensure consistency and fair practice. Furthermore, under WIC, Section 4648(e), when necessary to expand the availability of needed services of good quality, the regional center may take actions that include but are not limited to the following:

- A. Soliciting an individual or agency by request for proposals or other means to provide needed services or supports not presently available.
- B. Requesting funds from the program development fund pursuant to WIC, Section 4677 or Community Placement Plan (CPP) funds designated from the funds to reimburse the start-up cost needed to initiate a new program of services and supports.
- C. Using creative and innovative service delivery models including but not limited to natural supports.

III. Policy:

- A. The Center may issue RFPs, as needed, during the fiscal year to address a service or supports need for consumers served in the Center's catchment area.
- B. The Center will utilize the RFP process for all CPP projects provided with start-up funds regardless of the dollar amount.
- C. The Center will utilize the RFP process for any non-CPP project that provides for start-up funding regardless of the dollar amount.
- D. The Center will utilize the RFP process for any other service that requires an RFP process as required by statute or regulation, such as the competitive procurement process for transportation services pursuant to California Code of Regulations (CCR), Title 17, Sections 58530 through 58534.
- E. The Center will utilize the RFP process to develop resources that have been identified as a priority need regardless of any available start-up funds.

IV. RFP Notification Process:

- A. The Center will give public notice of its intent to issue a RFP by posting such RFP on the Center's website and/or newspaper of general circulation in the area for which service is to be provided.
- B. The Center will give notice to all vendored service providers via the E-billing system notifying them when RFPs have been posted.
- C. The Center will use a subscription link on its website to notify interested service providers, individuals, entities, or the general public of newly posted RFP(s).
- D. The Center's RFP notification will include the following information:
 - 1. RFP announcement
 - 2. Proposal writing guidelines
 - 3. Place, date, and time of applicant's conference, if scheduled
 - 4. Deadline for RFP submissions to the Center
- E. The Center will offer an orientation to interested service providers and other applicants, after the RFP notification, in order to answer questions and further clarify the project(s), as applicable depending upon the nature of services.

V. Contents of RFP

- A. The RFP will be prefaced by information on the Center's website providing the following:
1. Services provided by the regional center
 2. Consumers to be served or consumer population to be served
- B. The RFP will include format and submission requirements including:
1. Standard format in which the RFPs shall be submitted
 2. Instructions on how and where to submit RFPs
 3. Deadline for submission of RFPs
 4. Place, date, and time of applicant's conference
 5. DS 1890 (7/3011), Vendor Application Form
 6. DS 1891 (7/2011), Vendor Ownership Disclosure Statement
- C. The RFP will include the scope of services needed.
- D. The RFP will include the resources and technical expertise required.
- E. The RFP shall include a section on issues of equity and diversity pursuant to WIC, Section 4648.11, including:
1. A statement outlining the applicant's plan to serve diverse populations including, but not limited to, culturally and linguistically diverse populations.
 2. Examples of the applicant's commitment to addressing the needs of those diverse populations.
 3. Any additional information that the applicant deems relevant to issues of equity and diversity.
- F. The RFP will include any specific specifications or requirements including:
1. Any applicable requirements for performance bonds or letters of credit
 2. Liability insurance requirements
 3. Conditions under which subcontracting may be allowed
 4. Basis for payment
 5. A sample contract

- G. The RFP will include the evaluation criteria for use by the Center's RFP Evaluation Committee, including:
1. Submitted by stated deadline
 2. Applicant has followed writing guidelines and submitted all applicable documents
 3. Applicant has demonstrated evidence of fiscal responsibility
 4. Applicant has proposed services and rate structure in accordance with maximum rates available as indicated in the posted RFP
 5. Cost-effectiveness of service that meet all applicable quality of service standards
 6. Applicant meets all licensure, certification, education and experience requirements required for applicable service
 7. Applicant's proposal provides a summary of qualifications including background and experience providing quality services to both the population of consumers identified in each RFP and for each type of service
 8. Depending on the type of service, applicant's proposal may include a service description or executive summary of program design
 9. Evidence that the applicant understands the needs of the individuals to be served and the issues involved in providing quality services
 10. Evidence that applicant has an understanding of "best practices" and has incorporated them into the proposal or executive summary of program design
 11. Applicant's outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for consumers receiving the service
 12. The applicant's philosophy and values are consistent with the Center's mission, values, and operating principles.

VI. RFP Evaluation and Selection Process:

- A. All RFPs will be reviewed by the Center's RFP Evaluation Committee. Supplemental information may be requested from service providers and/or applicants and service providers and/or applicants may be asked to participate in an interview with the Center's RFP Evaluation Committee.
- B. The Center has the right to reject any RFP that is incomplete, false, misleading, or deviates from the specifications provided in the RFP.
- C. The Center has the right, at its sole discretion, to reject any or all proposals and to cancel the RFP process, at any time during the process. In the event the Center cancels the RFP process, the Center reserves the right to re-post the RFP.

- D. The Center will provide written notice to the service provider or applicant selected by the Center.
- E. The Center will provide written notice to all service providers or applicants who were not selected or rejected by the Center.
- F. For applicants not selected for a given RFP, the Center shall provide a written notice of deferral to applicants (applying for non-CPP projects) regarding an open period of resource development where their revised proposal may be considered for development should it meet title 17 requirements.
- G. The Center shall provide a written notice of non-selection for all applicants who submit proposals for CPP and competitive procurement process RFPs.

North Los Angeles County Regional Center
Board of Trustees

Service Provider Billing and Attendance Files Policy

Scope

This policy applies to all NLACRC service providers, except a vendor or provider whose services are paid for by vouchers, as that term is defined in Welfare and Institutions Code, 4512 (i) are exempt from the requirement of submitting billings electronically. Welfare and Institutions Code 4641.5(a)(1).

Purpose

To establish a policy to comply with Welfare and Institutions Code, 4641.5(a), Government Code 95020.5 (a), and California Code of Regulations, Title 17, section 50604, which requires all service providers to submit all billings electronically for services provided using the regional center e-billing system web application provided by the State of California's Department of Developmental Services (DDS).

Rationale

- Government Code, 95020.5 (a) states that all providers of early intervention services provided or purchased through a regional center shall submit all billings electronically for services provided on or after July 1, 2012.
- Welfare and Institutions Code, 4641.5(a) states that all vendors and contracted providers shall submit all billings electronically for services provided on or after July 1, 2012.
- Code of Regulations, Title 17, section 50604, subdivision (d)(3)(a-f) that requires all service providers to submit an attendance file.
- The DDS requirement that all service provider attendance file(s) be submitted electronically.

Procedure

- The center shall offer the "e-billing" program to all its service providers and provide training and technical support to service providers, as needed.

Exceptions to the Policy

- NLACRC's Executive Director may grant an exception to a vendor or provider who substantiates, with financial records or other written documentation, a financial hardship directly associated with submitting billings electronically to NLACRC using the e-billing program.

North Los Angeles County Regional Center
Board of Trustees

Service Provider Insurance Policy

1. Scope

This policy applies to all NLACRC service providers that provide direct services and supports as defined by Welfare & Institutions Code (WIC), section 4512(b) or California Code of Regulations, section 54356, have access to consumer assets, transport consumers, or have hired one (1) or more employees.

2. General

The purpose of the Service Provider Insurance Policy is to protect the interest of the center's consumers and their families to ensure a safe and healthful environment to all individuals with a developmental disability that are provided services by a vendor or service provider. The Service Provider Insurance Policy establishes the minimum insurance requirements for all service providers utilized by the center to serve consumers.

3. Responsibility

The Community Services Department shall have the overall responsibility to monitor compliance of the Service Provider Insurance Policy. All service providers shall ensure that they comply with the Service Provider Insurance Policy as outlined below.

4. Policy

- A. All service providers shall obtain and maintain General Liability insurance with at least \$1 million limit of liability and name NLACRC as "additional insured."
- B. All service providers who have hired one (1) or more employees shall maintain Worker's Compensation insurance for their employees.
- C. All service providers that provide direct care services and support shall maintain Professional Liability insurance of at least \$1,000,000 limit of liability and name NLACRC as "additional insured."

- D. All service providers that provide direct care services and supports shall maintain Abuse & Molestation Liability insurance of at least \$1,000,000 limit of liability and name NLACRC as “additional insured.” Notwithstanding the foregoing, an individual who is a “professional provider” (defined below) is not required to provide such insurance if the professional provider delivers evidence satisfactory to NLACRC that it is not commercially reasonable to obtain such insurance. For purposes of this paragraph, a professional provider means a physician, psychiatrist, psychologist, registered nurse, licensed vocational nurse, occupational therapist, physical therapist, speech therapist, licensed marriage and family therapist, licensed clinical social worker, pharmacologist, dentist or similar type of licensed professional who provides licensed professional services to a consumer.
- E. All service providers that have access to consumer assets shall maintain Bond insurance that provides sufficient coverage for the amount of the consumer’s assets the service provider has control over.
- F. All service providers that own or use vehicles in the course of their operations shall maintain Auto insurance that complies with the state of California’s financial responsibility law(s).
- G. In accordance with WIC, section 4648.3, all service providers of transportation services to regional center consumers for the regional center, shall maintain protection against liability for damages for bodily injuries or death and for damage to or destruction of property, which may be incurred by the provider in the course of providing those services. The protection shall be maintained at the level established by the regional center to which the transportation services are provided.
- H. The center may require some service providers that own or use vehicles in the course of their operations to obtain Non-Owned & Hired Auto Liability insurance of a least \$1,000,000 limit of liability per accident.
- I. The center may require service providers to provide a higher level of insurance coverage to ensure the health and safety of consumers.
- J. Service providers whose services are paid for by vouchers, as that term is defined in Welfare and Institutions Code 4512(i), are exempt from the requirement of maintaining General Liability insurance, Professional Liability insurance, Abuse & Molestation Liability insurance, and Bond insurance.

5. Procedures

- A. Service providers shall provide a copy of their “certificate of insurance,” which demonstrates compliance with the Service Provider Insurance Policy, to the center upon request of NLACRC’s Community Services Department.
- B. Upon request of the Community Services Department, service providers shall provide a copy their “certificate of insurance” either within ten (10) business days or within the terms established in the service provider’s contract with NLACRC.

6. Definitions

- A. “Voucher” means any authorized alternative form of service delivery in which the consumer or family member is provided with a payment, coupon, chit, or other form of authorization that enables the consumer or family member to choose his or her own service provider. Welfare and Institutions Code 4512(i).

North Los Angeles County Regional Center

Board of Trustees Policy

Board Member Support

Scope

This policy applies to NLACRC Board of Trustees.

Purpose

To establish a policy to support, facilitate, and enhance the participation of board members in board meetings, board committee meetings, board activities, and any other board sanctioned activities.

Rationale

- Governance of the regional center is predicated upon a viable volunteer governing Board, composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities.
- Board members are required to freely give their time to serve on NLACRC's Board of Trustees.

Procedure

1. It is NLACRC's policy to support its board members to fully participate on the Board of Trustees. Therefore, NLACRC may pay or reimburse board members for the expenditures incurred that are associated with transportation services, child care services, or attendant care services in order for board members to fully participate in Board meetings, Board committee meetings, or Board activities.
2. The executive director may approve the following Board member expenses:
 - a. Transportation services: Transportation services will be reimbursed based on the one of the following methods:
 - i. The actual miles driven starting from the board member's home or place of employment to attend a board meeting, committee, or activity and for the actual miles driven to return home. Actual miles shall also include the additional miles driven to deliver and pick up a minor child from day care settings. The mileage reimbursement rate shall be based on the Internal Revenue Service ("IRS") standard mileage rate for the use of a car (also includes vans, pickups, or panel trucks).

- ii. The actual cost of transportation services paid for the use of Uber, Lyft, taxi, or other forms of public transportation based on submission of a receipt for the transportation services expense.
 - b. Child Care services or Attendant Care Services: Child care services and attendant care services shall be reimbursed during the time that the board member is participating in a board meeting, board committee meeting, or board activity.
 - i. Virtual Participation: The time for child care services and attendant care services may include up to thirty (30) minutes prior to the scheduled start time of a board meeting, committee, or activity and up to thirty (30) minutes after the actual end time of a board meeting, board committee, or board activity.
 - ii. In-Person Participation: The time for child care services and attendant care services will begin at the time the caretaker begins services and will end at the time the caretaker ends services.
 - iii. Reimbursement for child care services or attendant care services shall be reimbursed at the Department of Developmental Services set hourly rate for voucher/participant directed in-home respite services. Board members may seek an exception regarding the time incurred for child care services or attendant care services, by submitting a written request to the executive director. Such written request must be provided to the executive director prior to the board member incurring such day care or attendant care expenses and shall be subject to the executive director's approval.
 - iv. Board members may seek an exception to use a minor child, under the age of 18 years old, to provide child care services or attendant care services. Such written request must be provided to the executive director prior to the board member incurring such day care or attendant care expenses and shall be subject to the executive director's approval.
3. NLACRC will provide support to Board Members to allow full participation in board meetings, board committees, or board activities by providing board members with the following support:
 - a. Office Supplies: Office supplies will be available to all board members upon request, and such office supplies includes binders, indexes, sheet protectors, writing instruments, clips and fasteners, notepads, filing supplies, post-it notes and labels. Other types of offices supplies may be requested by board members. Such additional request for other types of office supplies shall be subject to the executive director's approval.

- b. Equipment and Devices: Portable equipment and devices to provide connectivity to the internet will be available for all board members, upon request, in order for board members to fully participate in Board meetings, Board committees, and Board activities remotely. Board members understand that the equipment and devices are the property of NLACRC and must be returned to NLACRC upon the board member's departure from the Board of Trustees. Further, board members understand that board members receiving equipment and devices must adhere to NLACRC's acceptable use policy.
4. NLACRC will strive to provide support for all board members to facilitate full participation in Board meetings, committee meetings, or board activities to include producing documents prepared by NLACRC in larger font or print size, providing verbal translations during Board meetings, and providing a board meeting packet review.
5. All other requests for support will be considered by NLACRC on a case-by-case basis, subject to the executive director's written approval.
6. A Child Care or Attendant Care Services Billing form must be completed and signed in order to receive reimbursement from NLACRC for child care or attendant care services. The completed and signed Respite services billing Form, along with all payment documentation, should be submitted to NLACRC within sixty (60) days after the date of the meeting.
7. A Travel Expense Claim form must be completed and signed in order to receive reimbursement from NLACRC for mileage reimbursement or transportation costs to attend meetings. The completed and signed Travel Expense Claim Form, along with all supporting documentation, should be submitted to NLACRC within sixty (60) days after the date of the meeting.
8. All reimbursements made to board members by NLACRC shall be reported annually to the Internal Revenue Services in the form of a 1099-NEC Form (non-employee compensation), unless the board member provides the following documentation within sixty (60) days of the date the actual expenditure was incurred.
 - a. Day Care Services or Attendant Care Services: Copies of cancelled checks, invoice from the day care provider demonstrating a payment was made, or other documentation that demonstrates an actual payment was made to the day care or attendance care worker.
 - b. Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; (iii) the day care setting address, if applicable; and (iv) the ending address.

- c. Transportation Reimbursement: Copies of an invoice, receipt, or other documentation that demonstrates an actual payment was made for transportation services.

- d. If it is determined the payment received from NLACRC exceeds the actual expenses incurred by the board member, the amount of reimbursement that is in excess of the actual expenses incurred by the board member must be paid back to NLACRC by the board member within one-hundred, twenty days (120) of the actual date the expenditure was incurred. Such amounts not reimbursed to NLACRC within the 120-day timeline shall be reported to the IRS.

[Policy.Bd.Support] Adopted 02-14-18 (rev 03-31-2021, effective 04-14-2021)

North Los Angeles County Regional Center
Board of Trustees Policy

Travel Reimbursement

Scope

This procedure applies to NLACRC Board of Trustees.

Purpose

Board members may be provided opportunities to travel to Sacramento, ARCA events, or other geographic areas outside of NLACRC's catchment area to engage in legislative activities, board events, board trainings, or any other board sanctioned activities.

Rationale

To establish travel reimbursement procedures consistent with the State of California Department of Personnel Administration guidelines and Internal Revenue Service ("IRS") rules when board members travel outside of NLACRC's catchment area to attend board-related functions, activities or events.

Procedure

1. Mileage reimbursement: The mileage reimbursement rate shall be based on the Internal Revenue Service ("IRS") standard mileage rate for the use of a car (also includes vans, pickups, or panel trucks). Board members may choose to be reimbursed at the "carpool incentive" rate to provide transportation to other board members to and from board functions, activities, or events. Board members who transport one (1) additional board member will be paid 50% more than the IRS standard mileage reimbursement rate; and 100% more than the IRS standard mile reimbursement rate for transporting two (2) or more board members. The number of miles will be determined based on the actual mileage driven from the board members home or place of employment to the airport or event location.
2. Meal Expenses: Meal reimbursement will be reimbursed utilize one of the following two methods:
 - a. Per Diem Meal Rate Reimbursement: The current per diem rate for breakfast, lunch, dinner, or incidentals as established by the IRS, subject to the approval of the Executive Director. Meal per diem shall be reimbursed without presentation of receipts.

- b. Actual Meal Expenses: Meals may be reimbursed based on the presentation of actual receipts for meals purchased. Receipts shall include a description of the food and beverages purchased. Reimbursement of actual meal expenses shall be reimbursed on an individual basis, subject to the approval of the Executive Director or their designee. Reimbursement of alcoholic beverages is strictly prohibited and shall not be reimbursed by NLACRC.
3. Lodging Expenses: The actual cost of lodging or hotels shall be reimbursed upon presentation of receipt(s).
4. Travel Expenses: The actual cost of airfare, train, taxi, Uber, or Lyft, public transportation, or parking shall be reimbursed upon presentation of receipt(s). Airline reservations shall be made at the best available rate. The use of a rental car is subject to written approval by the Executive Director.
5. A Travel Expense Claim form must be completed and signed in order to receive reimbursement from NLACRC for mileage reimbursement, meal expenses, lodging expenses, or travel expenses. The completed and signed Travel Expense Claim Form, along with all supporting documentation and receipts, should be submitted to NLACRC within sixty (60) days after the completion of travel.
6. All reimbursements made to board members by NLACRC shall be reported annually to the Internal Revenue Services in the form of a 1099-NEC Form (non-employee compensation), unless the board member submits the following documentation to NLACRC within sixty (60) days of the date the actual expenditure was incurred.
 - a. Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; and (iii) the ending address.
 - b. Carpooling Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; (iii) the ending address; and (iv) the names of other board members transported. **The amount of mileage reimbursement in excess of the IRS mileage reimbursement rate for carpooling, shall be reported to the IRS.**
 - c. Actual Meal Expenses, Lodging, Travel Expenses: Submission of actual receipts.

- d. Per Diem Meal Rate Reimbursement: Submission of the Travel Expense Claim Form indicating the date and time travel began and the date and time travel ended.

[policy.bd.travel] Adopted 11-10-09 (revised 11/29/2017, effective 01/01/2018) (revised 03/31/2021, effective 04/14/2021)

North Los Angeles County Regional Center

Administrative Affairs Committee

FY 2023-24 Action Log

Meeting Date	Subject	Action Text
07/27/2023	Item III. A. Approval of Agenda B. Approval of the April 26 th Meeting Minutes	<p>Meeting started at 6:39</p> <p>M/S/C (A. Quiles /A. Ramirez) To approve the Agenda as modified (switching items IV. to Lindquist Presentation & and item V. to Executive Session)</p> <p>M/S/C (A. Quiles /L. Martinez) To approve the April 26th Minutes as presented.</p>
	Item VI. Lindquist IRS Form 990 Tax Return	<p>M/S/C (A. Quiles / A. Ramirez) To present NLACRC's IRS Form 990 Tax Return / California Return to Executive Committee for their approval.</p>
	Item V. A. Quarterly Legal Update	<p>M/S/C (A. Quiles / L. Garcia) To enter Executive Session at: 7:05 pm</p> <p>M/S/C (A. Quiles /A. Ramirez) To exit Executive Session at 7:31 pm</p>
	Item VI. B. Discussion of Meeting Schedule	<p>M/S/C (A. Quiles /A. Ramirez) To approve the Meetings Schedule as modified, all future AA Meetings will be held on Thursday's as noted on the Amended schedule.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • Elizabeth to update the AA Meeting Schedule • Elizabeth to update the Board Master Calendar with Amended AA Meeting Schedule as approved

Meeting Date	Subject	Action Text
	E. Approval of Contracts	<p>1. PathPoint PL2205-076 – New Vendorization</p> <p>2. Strategic Concepts LS PL2201-076 – New Vendorization</p> <p>3. AAA Home Care P L2193-896 – New Vendorization</p> <p>4. ABA Therapy 612 – New Vendorization, U&C Rate</p> <p>5. ABA Therapy 615 – New Vendorization, U&C Rate</p> <p>6. Cicecki, Jibid PL2192-672 – New Vendorization, U&C Rate</p> <p>M/S/C (A. Quiles / A. Ramirez) To approve the above listed POS contracts to the board for approval.</p> <p>7. Softchoice Microsoft Licensing Agreement</p> <p>M/S/C (A. Quiles / A. Ramirez) To approve the above listed OPS contract to the board for approval.</p> <p>8. Advanced Behavioral Pathways FY23-24 Agreement</p> <p>M/S/C (L. Garcia/A. Ramirez) To approve the above listed contract to the Executive Committee for urgent approval.</p>
	<p>G. FY2022-2023 Financial Reports</p> <p>1. FY2022-23 Financial Report June 2023</p>	<p>M/S/C (A. Quiles / A. Ramirez) AA Committee to present the POS Late Bill annually at the close of the FY versus on a Month-to-Month Basis.</p> <p>M/S/C (A. Quiles / A. Ramirez) AA Committee to present the FY Financial Reports with a detailed breakdown only every 6 months.</p> <p>M/S/C (A. Quiles / A. Ramirez) AA Committee to present the regular (non-detailed) FY Financial Reports for the prior month at our current meeting schedule. Example in September’s meeting Vini would present July’s financials.</p>

Meeting Date	Subject	Action Text
	<p>2. Social Recreation, Camp & Non-Medical Therapies Services Report</p> <p>3. Assembly Bill 637 Proposal for Social Recreation FMS Update</p> <p>H. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary</p> <p>I. Statewide Regional Center POS Expenditure Projection Report</p> <p>J. Human Resources</p>	<p>Action Item:</p> <ul style="list-style-type: none"> • Getting the report details changed to reflect how many families are applying and haven't been paid. • Internally addressing letting the families know the process <p>Action Item: Strike from the Agenda.</p> <p>M/S/C (A. Quiles / A. Ramirez) Frequency of the report to be discontinue the report unless we are at risk of borrowing against our line of credit.</p> <p>Action Item: Remove from the monthly report.</p> <p>M/S/C (A. Quiles/ A. Ramirez) Frequency of the report to be made annually in the February 2024 meeting versus monthly.</p> <p>M/S/C (B. Gatus/A. Quiles) Committee is requesting a summary of this information presented in the HR Report, more specifically the open CSC Positions listed by office, the Report to be amended to include the accurate data, recruitment and retention strategies, and the status of the implementation of those recruitment and retention strategies.</p>

Meeting Date	Subject	Action Text
	K. FRC and Resource Library Update – Evelyn McOmie L. Board Member Conflict of Interest	Action Item: Evelyn to investigate the possibility of providing a mobile unit / outsourcing for our Library to be more accessible. Evelyn to look into this and report back at the next Committee Meeting. Action Item: COI to be sent via email for approval of submitting COI to the state.
	Item VIII. Board Meeting Agenda Items	Action Item: Executive Session to be added to the Board Agenda.
	Item X. Adjournment	Meeting adjourned at 9:25pm
09/28/2023	Item III. A. Approval of Agenda B. Approval of the June 27 th Meeting Minutes	Started at 6:00 M/S/C (A. Quiles/L. Garcia) To approve the Agenda. M/S/C (A. Quiles/L. Garcia) To approve the Meeting Minutes as presented.
	Item IV. A. Review Center's Insurance Coverage for FY2023-24 B. Authorize an Officer to Secure Worker's Compensation Insurance for 2024	Action Item: Gallagher will review options for facilitator insurance through NIAC. M/S/C (B. Gatus/A. Quiles) To add an insurance discussion to the Critical Calendar. M/S/C (A. Quiles/L. Garcia) To recommend to the Board to approve Worker's Compensation Insurance for FY 2024

Meeting Date	Subject	Action Text
	<p>D. Approval of Contracts</p> <p>E. Executed Contracts by NLACRC</p> <p>I. Mobile Library Unit</p>	<p>M/S/C (A. Quiles/A. Ramirez) To approve contract items 1-5.</p> <p>M/S/C (A. Quiles/ A. Ramirez) To bring contract item 6 to the Executive Committee.</p> <p>M/S/C (A. Quiles/B. Gatus) To present contract items 7-10 for Board approval.</p> <p>Action Item: Vini will remove Item IV.E Executed Contracts by NLACRC from future Agendas unless there are reports to present.</p> <p>Action Item: Cristina will provide an update on the Mobile Library Unit.</p>
	Item V. Executive Session	<p>M/S/C (L. Garcia/A. Ramirez) To enter the Executive Session at 7:59 pm</p> <p>M/S/C (A. Quiles/L. Garcia) To exit the Executive Session at 8:41 pm</p>
	Item X. Adjournment	Meeting adjourned at 8:44 pm
1/22/2024	<p>Item. III.</p> <p>A. Approval of Agenda</p> <p>B. Approval of Minutes of the 9/28/23 Meeting</p>	<p>Meeting started at 6:01 pm</p> <p>M/S/C (A. Quiles/A. Ramirez) To approve the agenda as presented.</p> <p>M/S/C (A. Quiles/A. Ramirez) To approve the Meeting Minutes as presented.</p>
	Item IV. A. Review of FY23-24 Meeting Schedule	Action Item: Review the statutory requirements for the review of Form 990 to determine if a special March Committee Meeting will be scheduled. (Vini Montague)

Meeting Date	Subject	Action Text
	<p>F. Social Recreation Reimbursement Process Update</p> <p>H. Audits Update 2. Independent Audit of FY23-24</p> <p>I. HR Update 2. Temporary Staff Updates</p> <p>3. Status of People Scout Recruitment</p>	<p>Action Item: Add “Review of FY23-24 Meeting Schedule” as an item to the February Meeting agenda (Board Support)</p> <p>Action Item: Add “Review of Insurance” as an item to the February Meeting agenda (Board Support)</p> <p>Action Item: Update the query to determine how many authorizations have zero payments in order to present the data to the Committee. (Vini Montague)</p> <p>Action Item: Follow up with auditors regarding how late the audit submission will be. (Vini Montague)</p> <p>Action Item: To review the Temporary Staff Policy to ensure that NLA is abiding by the 180-day allotted limit for temp staff. (Parita Burmee).</p> <p>Action Item: To include statistics in a document to include with future report-outs on this item (Parita Burmee)</p> <p>Action Item: To create a one-sheet reference document regarding a synopsis of the requirements for open CSC positions. (Parita Burmee)</p>
	V. Adjournment	Meeting adjourned at 7:23 pm

Meeting Date	Subject	Action Text
2/27/2024	Item III. A. Approval of Agenda B. Approval of Minutes of the January 23rd Meeting	<p>Meeting started at 6:02 pm</p> <p>M/S/C (A. Quiles/A. Devers) To approve the agenda as revised.</p> <p>M/S/C (L. Garcia/A. Quiles) To approve the Meeting Minutes as revised. The motion passed with 1 abstention from A. Devers.</p>
	Item IV. Lindquist Presentation of FY2022-23 Audited Financial Statements	<p>M/S/C (A. Quiles/L. Garcia) To move the Auditor’s Report to the Board for final approval.</p> <p>Action Item: Add Approval of Auditor’s Report to the next Board Meeting agenda (Board Support)</p> <p>Action Item: Send Lindquist information on the upcoming Board Meeting (Vini Montague)</p>
	Item V. A. FY23-24 Meeting Schedule D. POS Contract Training Process	<p>Action Item: Update FY 23-24 Meeting Schedule as discussed. (Board Support)</p> <p>M/S/C (A. Quiles/L. Garcia) To move this item to the New Board Member orientation and to allow for the recording option in March.</p> <p>M/S/C (A. Quiles/L. Garcia) To remove this item from the Administrative Affairs Critical Calendar</p> <p>Action Item: To revise the Committee Meeting Schedule and Critical Calendar as discussed. (Board Support)</p>

Meeting Date	Subject	Action Text
	E. Approval of Contracts	M/S/C (L. Garcia/B. Gatus) To approve Contracts 1 and 2 as presented. The motion passed with 1 abstention from A. Quiles
		M/S/C (L. Garcia/A. Quiles) To approve Contracts 3-11 as presented.
	G. F23-24 Financial Reports	Action Item: To update the Committee on staff bonus allocation information by the next Committee meeting. (Vini Montague)
	H. FY23-24 Board Budget	<p>Action Item: Connect with Ana Quiles to discuss the process for Sponsorships (Cristina Preuss)</p> <p>Action Item: Solidify the budget and present budget impacts at the next Committee Meeting (Cristina Preuss and Vini Montague)</p>
	K. POS Outstanding Payments Discussion	Action Item: Revise the Payments and Authorizations Timeline Summary to include the number of escalated, resolved and outstanding issues on a monthly basis. (Vini Montague)
	N. PeopleScout Recruitment	Action Item: Invite PeopleScout for a presentation update at the April Board Meeting (Parita Burmee)
	O. Salary Schedule	<p>Action Item: Send the revised schedule to the Committee for review. (Parita Burmee)</p> <p>M/S/C (A. Quiles/L. Garcia) To approve the recommendation for presentation of the Staff Salary to the Board.</p>

Meeting Date	Subject	Action Text
	Item V. Executive Session	<p>M/S/C (A. Quiles/L. Garcia) To enter the Executive Session at 7:35 pm.</p> <p>M/S/C (A. Quiles/L. Garcia) To exit the Executive Session at 7:43 pm.</p>
	Item IX. Adjournment	Meeting adjourned at 7:48 pm
4/23/2024	<p>Item III.</p> <p>A. Approval of Agenda</p> <p>B. Approval of Minutes of the February 27th Meeting</p> <p>C. Approval to Authorize an Officer to Secure Insurance for FY2024-25</p>	<p>Meeting started at 6:00 pm</p> <p>M/S/C (A. Quiles/L. Garcia) To approve the agenda as revised</p> <p>M/S/C (L. Garcia/A. Quiles) To approve the Meeting Minutes as presented.</p> <p>M/S/C (A. Quiles/L. Garcia) To approve the authorization as presented.</p>
	Item IV. Lindquist Presentation of IRS Form 990 Tax Return	Action Item: Update the list of Board Members and hours from 2.0 to 3.0 on page 27 of the IRS Form 990 before May 15th submission (Vini Montague/Joe Huie)
	<p>Item VI.</p> <p>A. Review Draft Critical Calendar for FY2024-2025</p> <p>B. Credit Line Update 2. Secure a Credit Line for FY2024-25</p>	<p>M/S/C (A. Quiles/L. Garcia) To approve the draft Critical Calendar as revised.</p> <p>M/S/C (A. Quiles/L. Garcia) To approve the Credit Line increase request.</p>

Meeting Date	Subject	Action Text
	<p>3. Authorize an Officer to Make Disbursements & Execute Instructions</p> <p>C. ARCA Dues for FY2024-2025</p> <p>E. Approval of Contracts</p>	<p>M/S/C (A. Quiles/L. Garcia) To approve authorization as presented in the packet.</p> <p>M/S/C (L. Garcia/B. Gatus) To approve the recommendation of the ARCA Membership dues to the Board. The motion passed with 1 opposition from A. Quiles</p> <p>Action Item: To include a list of additional trainings, academies, and benefits of ARCA Membership, as it pertains to Board Members (Vini/Board Support)</p> <p>M/S/C (L. Garcia/B. Gatus) To approve Contracts 1-4.</p> <p>M/S/C (L. Garcia/A. Quiles) To approve Contracts 5-28.</p> <p>M/S/C (L. Garcia/B. Gatus) To recommend a counteroffer to the vendor of the benchmark rate of \$34.89 as an hourly rate.</p> <p>After the motion was made, further discussion resulted in the request to rescind the motion.</p> <p>M/S/C (L. Garcia/B. Gatus) To deny the U&C rate increase as presented.</p> <p>Action Item: To include information on the impact on consumers in the event that the rate increase U&C is denied and the capacity to meet the needs of the affected consumers. (Vini Montague)</p> <p>Action Item: To organize/group contracts by common type for final Board approval at the May Board Meeting (Vini Montague/Board Support)</p>

Meeting Date	Subject	Action Text
	<p>H. Social Recreation, Camp & Non-Medical Therapies Services Report</p> <p>J. Human Resources Update</p>	<p>M/S/C (A. Quiles/A. Ramirez) To move this this item to Consumer Services Committee for data report out from NLA regarding the process for outstanding Social Rec reimbursements.</p> <p>Action Item: To move the Social Rec Outstanding Payment item to the Consumer Services Committee agenda (Board Support)</p> <p>Action Item: To schedule a meeting regarding clarity for the HR presentation at the May Executive Committee Meeting related to PeopleScout, recruitment, retention, employee engagement and lead positions. (Ana Quiles and Cristina Preuss)</p> <p>Action Item: To add the HR Presentation to the May Executive Committee agenda (Board Support)</p> <p>M/S/C (L. Garcia/A. Ramirez) To approve the HR presentation regarding PeopleScout status, recruitment, retention, employee engagement and lead positions.</p>
	Item VII. Executive Session	<p>M/S/C (L. Garcia/A. Ramirez) To enter the Executive Session at 7:48 pm.</p> <p>M/S/C (L. Garcia/A. Ramirez) To exit the Executive Session at 7:57 pm.</p> <p>Action Item: To add Salaries as an Executive Session agenda item for the May Executive Committee Meeting (Board Support).</p>
	Item XI. Adjournment	Meeting adjourned at 8:06 pm

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

 CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 90 PAGES

AGREEMENT NUMBER

HD249012A

AMENDMENT NUMBER

1

Purchasing Authority Number

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of Developmental Services

CONTRACTOR NAME

North Los Angeles County Regional Center, Inc.

2. The term of this Agreement is:

START DATE

July 1, 2024

THROUGH END DATE

June 30, 2031

3. The maximum amount of this Agreement after this Amendment is:

\$1,088,815,364.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

a. Replaced by this amendment is Exhibit A--Regional Center Contract Language Fiscal Year 2024-2025, in its entirety, which is attached hereto and made part of this contract.

b. This amendment replaces in its entirety Exhibit A of Regional Center Contract Language Fiscal Year 2024-2025--Contract Budget Summary, A-Prelim, with the Exhibit A of Regional Center Contract Language Fiscal Year 2024-2025--Contract Budget Summary, A-1, attached hereto.

c. This amendment increases the total contract dollar amount by \$296,045,908.00. New total contract dollar amount not to exceed \$1,088,815,364.00.

Fiscal Year funds identified above may not be used for any other fiscal year than the fiscal year specified unless authorized by the Department to do so.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

North Los Angeles County Regional Center, Inc.

CONTRACTOR BUSINESS ADDRESS

9200 Oakdale Avenue, Suite 100

CITY

Chatsworth

STATE

CA

ZIP

91311

PRINTED NAME OF PERSON SIGNING

Ana Quiles

TITLE

President, Board of Trustees

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

**EXHIBIT A - REGIONAL CENTER CONTRACT LANGUAGE
North Los Angeles County Regional Center, Inc.**

FISCAL YEAR 2024-2025

REGIONAL CENTER MASTER CONTRACT INDEX
(Revised July 1, 2024 September 12, 2024)

ARTICLE I: STANDARD TERMS AND CONDITIONS

Section	1	Amount of Contract
	2	Term of Contract
	3	Exhibits
	4	Definitions
	5	Control Requirements
	6	Contractor Service Area or Counties
	7	Copyrights/Patents
	8	Zero Tolerance Policy
	9	Whistleblower Policy
	10	Transparency and Access to Public Information
	11	Conflict of Interest
	12	Rights and Privileges Limitations
	13	Contract Titles Statement
	14	Restricting Use of State Funds
	15	Payment of Accrued Benefits
	16	Procedures for Employee Retention

ARTICLE II: PROGRAM PROVISIONS

Section	1	Utilization of Public and Private Resources
	2	Resource Development
	3	Contracting Policy
	4	Federal Funds
	5	Service Standards
	6	Community Placement Plan
	7	Out-of-State Services
	8	Mental Health Facilities
	9	Specialized Resources
	10	Self-Determination Program
	11	Out-of-State Children
	12	Service Provider Termination of Vendorization
	13	<u>Communication Assessments</u>

ARTICLE III: FISCAL PROVISIONS

Section	1	Budget Development Process
	2	Allocation of Funding to Contractor
	3	Advance Payment Provisions
	4	Payment Provisions
	5	Budget Category Transfers
	6	Contract Funding Stipulations
	7	Travel and Per Diem
	8	Independent Financial Audit
	9	Vendor Fiscal Monitoring
	10	Consumer Trust Accounts
	11	Foundation Support

ARTICLE IV:		CONTRACTOR OPERATIONS
Section	1	Electronic Data Processing and Data Integrity
	2	Personnel
	3	Records Maintenance
	4	State Property
	5	Public Disclosure of Contracts
	6	Consumer Information Security
ARTICLE V:		EVALUATION
Section	1	Contractor Evaluation
	2	Information Requests
	3	State Audits of Contractor
ARTICLE VI:		CONTRACT AMENDMENT/CANCELLATION/REOPENING
Section	1	Contract Amendments
	2	Severability Clause
	3	Entire Agreement
ARTICLE VII:		MISCELLANEOUS
Section	1	Lease/Rental Agreements
	2	Emergency Response System
	3	Emergency and Disaster Preparedness
	4	Collection of Parental Information
	5	Registered Sex Offenders
	6	Data Compilation
	7	Shared Vendors and Case Management Responsibility
	8	Program Development Funds – Parental Fee Program
	9	Executive Director Recruitment Policy
	10	Reporting on Specified Consumers
	11	Board of Directors Training Plan
	12	W&I Code Section 4731 Consumers’ Rights Complaints
	13	Medicaid Enrollment Requirements
	14	Board Governance
	15	Forensic Cases
	16	Reporting on DDS Conservatees
ARTICLE VIII:		PERFORMANCE
Section	1	Contract Development
	2	Annual Progress Report
	3	Incentives
	4	Contract Compliance
ARTICLE IX:		STAFFING, MONITORING AND REPORTING
Section	1	Specialized Personnel and Monitoring
	2	Caseload Ratios
	3	Reporting
ARTICLE X:		ADDITIONAL PROVISIONS

EXHIBITS

- A Contract Budget Summary
- B Home and Community-Based Services Waiver
Regional Center Fiscal Agent Responsibilities
- C Performance Plan
- D Early Start Statement of Assurances
- E Community Placement Plan and Community Resource
Development Plan Statement of Assurances
- F Statement of Assurances for Protection of Protected Health
Information
- G Medicaid Enrollment Requirements
- H General Terms and Conditions
- I Contractor Certification Clauses

ARTICLE I. STANDARD TERMS AND CONDITIONS

1. Amount of Contract

The total amount payable to Contractor under this contract shall not exceed ~~\$792,769,456.00~~ **\$1,088,815,364.00** for Fiscal Year 2024-2025 as reflected in Exhibit A of this contract.

Fiscal year funds identified above may not be used for any other fiscal year than the fiscal year specified unless authorized by the State.

2. Term of Contract

Subject to the provisions of Article VI, Section 1 and Article VIII, Section 1 herein, the period of this contract shall be for seven years as specified below. The term of the contract is from July 1, 2024 through June 30, 2031. The first five years of the term, from July 1, 2024 through June 30, 2029, is intended to meet the requirements specified in W&I Code Section 4629. The last two years of the term, from July 1, 2029 through June 30, 2031, is solely to provide for the claims period specified in Government Code section 16304, and to allow for adjustments to the regional centers' allocations and for the payment of claims up to two years after the close of each fiscal year, specifically FY 2029/2030 and FY 2030/2031.

3. Exhibits

- a. Exhibit A, entitled "Contract Budget Summary," is attached hereto and made a part of this contract.
- b. Exhibit B, entitled "Home and Community-Based Services Waiver Regional Center Fiscal Agent Responsibilities," is attached hereto and made a part of this contract.
- c. Exhibit C, entitled "Performance Plan," is incorporated by reference and made a part of this contract.
- d. Exhibit D, entitled "Early Start Statement of Assurances," is attached hereto and made a part of this contract.
- e. Exhibit E, entitled "Community Placement Plan and Community Resource Development Plan Statement of Assurances," is attached hereto and made a part of this contract.
- f. Exhibit F, entitled "Statement of Assurances for Protection of Protected Health Information," is attached hereto and made a part of this contract.
- g. Exhibit G entitled "Medicaid Enrollment Requirements," is attached hereto and made a part of this contract.

- h. Exhibit H entitled "General Terms and Conditions," is attached hereto and made a part of this contract.
- i. Exhibit I entitled "Contractor Certification Clauses," is attached hereto and made part of this contract.

4. Definitions

- a. "Allocate" means to forward to the Contractor a contract or contract amendment which has been executed by the State and specifies an amount, or augmented amount, of money available to Contractor to affect the terms of this agreement.
- b. "ARCA" means the Association of Regional Center Agencies.
- c. "State" means the Department of Developmental Services and only the Department of Developmental Services.
- d. "Director" means the director of the Department of Developmental Services.
- e. "Lanterman Act" means Division 4.5 of the (W&I Code) Section 4500, et seq., known and cited as the Lanterman Developmental Disabilities Services Act.
- f. "Operations Budget" means that portion of a Contractor's budget allocation set forth in Exhibit A, that is intended for the delivery of regional center "direct consumer services" and "administration."
- g. "Direct Consumer Services" means those direct services to persons with developmental disabilities delivered by Contractor. These services include but are not limited to case management, funds management for persons with developmental disabilities, rights assurance, diagnosis and assessment, intake, prevention, quality assurance, program development, and other services under the Lanterman Act provided directly by Contractor.
- h. "Administration" means those support activities required of Contractor that are essential to the efficient conduct of business.
- i. "Total Purchase of Service Budget" means that portion of Contractor's budget allocation set forth in Exhibit A which is intended to support the purchase of services (POS) and programs for persons with developmental disabilities.
- j. "Regional Center" means an agency operated by a nonprofit corporation chartered in the State of California (hereinafter referred to as "Contractor") that provides fixed points of contact in the community for persons with developmental disabilities and their families, to the end that such persons

may have access to the facilities and services best suited to them throughout their lifetimes.

- k. "GAP Funds" means that portion of the POS appropriation that is intended to pay for services to newly developed ICF-DD/H, ICF-DD/N, and DD/CNC (formerly known as ICF/DD-CN) health facilities for the period between licensure and certification of the facilities.

5. Control Requirements

The Contractor shall comply with all California statutes, laws, and regulations applicable to nonprofit corporations. Contractor shall also render services to persons with developmental disabilities in accordance with applicable federal and California statutes, regulations, ARC v. DDS (1985) 38 Cal.3d.384 and the terms of this contract.

6. Contractor Service Area or Counties:

Contractor's regional center serves that portion of Los Angeles County which includes the East Valley, San Fernando, West Valley, and Antelope Valley County Health Districts.

7. Copyrights/Patents

Except as provided in this agreement, the Contractor may seek patents or copyrights for inventions, copyrightable materials or other original work product which has been commissioned, funded or developed by the Contractor with funds provided by the State, or otherwise produced in performance of this contract, subject to the rights of the State as set forth in this Section. Inventions, for the purposes of this Section, may include, but not be limited to, prosthetic devices, auxiliary learning aids or any other professional aids of a mechanical nature. Copyrightable materials, for the purposes of this Section, may include, but not be limited to data, plans, drawings, specifications, reports, operating manuals, notes or other consultant work. The State shall have the right to manufacture, reproduce, publish, use and/or distribute all such inventions or copyrightable materials. Upon any such inventions or copyrightable materials shall be the statement: "COPYRIGHTED/PATENTED (as appropriate) DATE (insert date) BY (insert name of contractor); REPRODUCED WITH PERMISSION." No further manufacturing, reproduction, publication, use or distribution shall be made without permission of the Contractor. All copyrights or patents to which this clause is applicable shall be in the name of the Contractor. If any such inventions are patentable, or any such original work product or materials are copyrightable, the Contractor may patent or copyright same except that, whenever any such patents or copyrights are applied for or sought by the Contractor, or any employee or assignee thereof, the Contractor shall promptly and fully report such fact to the State, which reserves a royalty-free, nonexclusive and irrevocable license to manufacture, reproduce, publish, use and/or distribute same. Any revenues derived from the sale of any such invention or copyrighted materials by the Contractor, or any employee or assignee thereof, shall be

reported to the State and utilized by the Contractor for the benefit of persons with developmental disabilities.

The Contractor shall include the provisions of this section in all subcontracts to perform work which requires the invention or development of copyrightable materials under this contract. Subcontracts under this section shall specifically note the State's right to manufacture, reproduce, publish, use and/or distribute all inventions or copyrightable materials developed using funds provided by the State.

8. Zero Tolerance Policy

- a. Contractor shall develop and post on its Internet Website by October 1, 2013, a Zero Tolerance Policy regarding consumer abuse and neglect. Contractor shall annually notify all its employees and notify vendors and long-term health care facilities serving consumers of its Zero Tolerance Policy. The Zero Tolerance Policy shall specify:
 - 1) That all Contractor, vendor and long-term health care facility staff serving consumers are required to report, pursuant to W&I Code Section 15630, to the appropriate entities any incident or allegation of suspected abuse or neglect.
 - 2) The entities for reporting suspected abuse or neglect.
 - 3) That upon becoming aware of a reportable incident or allegation of abuse or neglect of a consumer, pursuant to W&I Code Section 15630, Contractor and the associated vendor or long-term health care facility shall take immediate action to ensure the health and safety of the involved consumer and all other consumers receiving services from the Contractor, associated vendor or long-term health care facility.
 - 4) That the Contractor, its vendors and long-term health care facilities serving consumers shall ensure its respective employees are fully informed upon hire and annually thereafter regarding the Contractor's Zero Tolerance Policy and mandatory abuse and neglect reporting laws. Each employee must be knowledgeable of their responsibility to protect consumers from abuse and neglect, the signs of abuse and neglect, the process for reporting suspected abuse or neglect, and the consequences of failing to follow the law and enforce the Zero Tolerance Policy.
- b. The Contractor's Zero Tolerance Policy shall be incorporated into any new or revised contract, vendorization or other agreement for consumer services. Existing vendors and long-term health care facilities serving consumers shall be informed of Contractor's Zero Tolerance Policy; the Contractor's expectation of compliance with its policy; and, the Contractor will utilize all remedies available to it in statute and regulations to protect the health and safety of consumers.

9. Whistleblower Policy

- a. Contractor shall institute a board approved regional center Whistleblower policy effective December 31, 2010, addressing the reporting of alleged improper regional center and, or vendor/contractor activities.
 - 1) An “improper regional center activity” is defined as an activity by a regional center, or an employee, officer, or board member of a regional center, in the conduct of regional center business, that is a violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.
 - 2) An “improper vendor/contractor activity” means an activity by a vendor/contractor, or an employee, officer, or board member of a vendor/contractor, in the provision of State funded services, that is a violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.
- b. This policy must be consistent with the State’s directive entitled “Department of Developmental Services Whistleblower Complaint Process,” dated July 28, 2010, and must:
 - 1) Allow for multiple employees within the regional center to be available to accept complaints,
 - 2) Also includes a process to access the Board of Directors for the purpose of filing complaints,
 - 3) Ensure that the policy clearly indicates that the regional center will not retaliate against any complainant,
 - 4) Ensure that a process is in place to investigate and take appropriate action on complaints, including complaints of retaliation.
 - 5) Address complainant confidentiality, consistent with the State’s Whistleblower Policy, including consumer health and safety, and;
 - 6) Include a process for annually notifying employees and board members of both the regional center’s and the State’s Whistleblower policies and for posting and maintaining the regional center’s whistleblower policy prominently on its website. As part of their eligibility determination and vendorization processes, regional center shall also inform all new clients/families and new vendors of the regional center’s and the State’s Whistleblower policies.

- c. In addition, Contractor shall ensure that the regional center's and the State's Whistleblower Policies are posted on the regional center's website.
- d. Contractor shall review and provide, at minimum, annual training to all board members regarding the regional center governing board's approved Whistleblower Policy to include, but not be limited to the board's role in implementing the policy.

10. Transparency and Access to Public Information

- a. Contractor shall adopt, maintain, and post on its Internet Web site a board-approved policy regarding transparency and access to public information. The transparency and public information policy shall provide for timely public access to information, including, but not limited to, information regarding requests for proposals and contract awards, service provider rates, documentation related to establishment of negotiated rates, audits, and IRS Form 990. The transparency and public information policy shall be in compliance with applicable law relating to the confidentiality of consumer service information and records, including, but not limited to, W&I Code Section 4514.
- b. To promote transparency, Contractor shall include on its Internet Web site, as expeditiously as possible, at least all of the following:
 - 1) Regional center annual independent audits.
 - 2) Biannual fiscal audits conducted by the State.
 - 3) Regional center annual reports pursuant to W&I Code Section 4639.5.
 - 4) Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award.
 - 5) POS policies and any other policies, guidelines, or regional center-developed assessment tools used to determine the transportation, personal assistant, or independent or supported living service needs of a consumer.
 - 6) The names, types of service, and contact information of all vendors, except consumers or family members of consumers.
 - 7) Board meeting agendas and approved minutes of open meetings of the board and all committees of the board.
 - 8) Bylaws of the regional center governing board.

- 9) The annual performance contract and year-end performance contract report entered into with the State pursuant to W&I Code Division 4.5.
- 10) The biannual Home and Community-based Services (HCBS) Waiver program review conducted by the State and the Department of Health Care Services (DHCS).
- 11) The board-approved transparency and public information policy.
- 12) The board-approved conflict-of-interest policy.
- 13) A link to the page on the State's website, specified in W&I Code Section 4629.5(d).
- 14) The salaries, wages, and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including, but not limited to, directors and chief executive officers.
- 15) Regional center-specific reports generated pursuant to, and for the purposes of W&I Code Section 4571(h).
- 16) The Zero Tolerance Policy pursuant to Section 17 of this Article.
- 17) Regional center data pursuant to W&I Code Section 4519.5 and Article VII, Section 6 of this contract.

11. Conflict of Interest

- a. For purposes of compliance with W&I Code Section 4626, the Conflict of Interest Statements (Form DS 6016) required to be completed pursuant to California Code of Regulations, Title 17 (Cal. Code Regs., Title 17), Section 54500-54535 shall be used until such time as the State issues emergency regulations and develops and publishes a standard conflict of interest reporting statement pursuant to W&I Code Section 4626(e).
- b. Contractor shall review and provide, at minimum, annual training to all board members regarding the regional center governing board's approved Conflict of Interest Policy.
- c. Contractor shall ensure that all board members understand and carry out their obligations to implement and appropriately monitor all approved conflict resolution plans for governing board members (i.e., have received and reviewed copies of approved resolutions plans, ensure board members with conflicts do not participate in discussions and/or vote on matters for which a conflict exists).

12. Rights and Privileges Limitations

No rights or privileges granted under this contract shall inure to the benefit of any person not a party to this agreement.

13. Contract Titles Statement

Both parties agree that contract articles and section headings are provided for organizational purposes only and do not in any manner affect the scope, meaning or intent of the provisions herein.

14. Restricting Use of State Funds

During the duration of this contract, including any extensions or renewals of the contract, Contractor agrees to comply with Government Code Sections 16645 through 16649 and W&I Code Section 4638 that prohibit Contractor's use of State funds to assist, promote or deter union organizing.

15. Payment of Accrued Benefits

If this contract is terminated, the State shall pay, as appropriate, accrued benefits pursuant to the contract of employment of each terminated employee. Accrued benefits shall include vacation, sick leave, and any other benefits submitted to and approved, in writing, by the State in advance of or at the time of the termination of this contract.

16. Procedures for Employee Retention

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Article 1.1, Sections 4639.80 through 4639.83, pertaining to procedures for employee retention.

ARTICLE II: PROGRAM PROVISIONS

1. Utilization of Public and Private Resources

Contractor shall utilize to the fullest extent reasonably feasible those public and private resources, as specified in Section 4659 of the W&I Code, which are available without additional cost to the Contractor to implement and coordinate the services identified by the Interdisciplinary Team as required to meet the goals and objectives in the Individual Program Plan for each person with a developmental disability and the outcomes on Individualized Family Service Plans (IFSPs) for children and families served through the Early Start Program.

2. Resource Development

- a. Contractor may use 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 and Community Resource Development Plan (CPP/CRDP) process.
- b. Contractor shall institute a Board approved policy effective January 1, 2011 specifying the circumstances under which the regional center will issue requests for proposals to address a service need. This policy shall also address the applicable dollar thresholds for requiring the utilization of the request for proposals process; the request for proposals notification process; and, how submitted proposals will be evaluated and the applicant selected. Within 30 days of the effective date, Contractor shall post the Board approved policy on the regional center's website.

Contractor shall specify in its Board approved policy the requirements of W&I Code Section 4648.11, and post the policy on its website.

- c. POS funds may be used to provide grants for reasonable start-up costs associated with resource development. Contractor shall develop and maintain a policy for the disbursement of start-up monies and shall keep accounting and other records to document the use of these monies. Such policy shall include 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. The policy must be approved by Contractor's Board of Directors and must ensure that the use of POS funds are:
 - 1) Necessary for establishing a new or additional program, project or resource for providing services and supports to consumers.

- 2) Of direct benefit to consumers.
- 3) Supported by contracts with sufficient detail and measurable performance expectations and results.
- 4) Not used for the purchase of a provider's vehicle.
- 5) Not used for the lease of a provider's vehicle unless approved in advance by the Director or designee.
- 6) Not used for routine maintenance of a provider's plant or facility unless approved in advance by the Director or designee.
- 7) Not used for construction, renovation, alteration, improvement, or repair of real property that is not of direct medical or remedial benefit to the consumer.

3. Contracting Policy

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4625.5 and California Code of Regulations (CCR), Section 54322.

4. Federal Funds

- a. Contractor shall implement mutually agreed to procedures for the administration of all programs funded by Medicaid including: Home and Community-Based Services (HCBS) Waiver, Self-Determination Program (SDP) Waiver, Targeted Case Management (TCM), Intermediate Care Facility-Developmentally Disabled State Plan Amendment (ICF-DD SPA), Nursing Home Reform (NHR), 1915(i) SPA, Early Periodic Screening Diagnosis and Treatment (EPSDT), and Behavioral Health Treatment (BHT). Any modifications to the existing procedures shall be mutually agreed to by the State and ARCA.
- a. Contractor shall ensure that costs that may be reimbursed with Federal Funds are claimed in accordance with the applicable cost principles set forth in Office of Management and Budget Circular (OMB), A-122 and requirements set forth in OMB A-110.
- b. HCBS Waiver Enrollment
 - 1) Contractor shall ensure willing and eligible consumers are enrolled on a flow basis on the HCBS Waiver through implementation of an aggressive enrollment effort that ensures enrollment at the earliest date possible in the fiscal year.
 - 2) Months of enrollment will be considered in the allocation of Contractor Operations funding.

d. For the Title XX program, the following information applies:

CFDA Title: Social Services Block Grant (SSBG)

CFDA Number: 93.667

Federal Agency Name: United States Department of Health and Human Services

e. Early Start Program

- 1) Contractor shall provide services for infants, until three years of age, and their families, at no cost to the family, who are eligible for regional center early intervention services in accordance with the provisions of Part C of the Individuals with Disabilities Education Act (20 USC Sec. 1471 et. seq.), its implementing regulations (34 CFR Part 303), the Education Department General Regulations (EDGAR) as specified in 34 CFR Section 303.5, and the California Government Code, Title 14, Section 95000 et. seq. and Cal. Code Regs., Title 17, Section 52000 et. seq.
- 2) The Contractor shall use federal funds provided under Part C of the Individuals with Disabilities Education Act only to supplement and increase service and operations obligations and will in no way be used to supplant state or local funds allocated for infants birth through two years of age.
- 3) Contractor shall develop an annual Family Resource Center/Network Plan (FRCP) with input and concurrence from local agencies providing early intervention services. The plan shall include the following:
 - a) A description of how the Contractor provides family resource services, including but not limited to:
 - i) Parent-to-parent support
 - ii) Information dissemination and referral
 - iii) Public awareness
 - iv) Family-professional collaboration
 - v) Transition assistance for families
- 4) Contractor shall submit an annual report prepared in accordance with the State's Early Start Program Memoranda (ESPM).
- 5) Contractor shall maintain, in the Uniform Fiscal System (UFS), separate accountability for all federal funds expended for family resource service activities.

5. Service Standards

In carrying out its obligations under Article I, Section 12 of this contract, the Contractor shall maintain standards for the purchase of services for persons with developmental disabilities. Within one hundred-twenty (120) days, the State shall review all new or amended purchase of service standards prior to Contractor's implementation of such standards to ensure compliance with statute and regulation.

6. Community Placement Plan

Contractor shall develop and implement an annual State approved CPP/CRDP in accordance with Exhibit E and State CPP/CRDP Guidelines.

Contractor utilizing CPP/CRDP funds for the purpose of acquiring housing shall do so in accordance with Contractor's approved CPP/CRDP, the State's CPP/CRDP Housing Guidelines, and all conditions expressed in the State's approval of the CPP/CRDP.

State shall make every effort to provide Contractor with State Housing Guidelines and CPP/CRDP Guidelines simultaneously. If, however, the amended State Housing Guidelines are released after the submission deadline for the CPP/CRDP, upon release of amended State Housing Guidelines, the State agrees to allow Contractor the option to modify their CPP/CRDP to reflect any changes to the State's Housing Guidelines.

Any proposed changes to the CPP/CRDP or State Housing Guidelines will be provided to ARCA at least 30 days before they are to take effect. ARCA will have 30 days to provide comments to the State regarding the proposed changes.

State shall allow Contractor at least 60 days from issuance of CPP/CRDP Guidelines to complete and submit its CPP/CRDP for the following year.

State shall approve Contractor's CPP/CRDP and related housing projects no later than August 1.

7. Out-of-State Services

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4519.

8. Mental Health Facilities

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4648.

9. Specialized Resources

As required by W&I Code Section 4418.25(b)(2), Contractor shall provide information on Specialized Resources developed with the use of CPP funds

since fiscal year 2005-2006 and shall make these resources available to other regional centers. This information shall be provided monthly in a format agreed to by the State and regional centers.

- a. Contractor must consult with the State to determine whether a specialized resource is available in another regional center service area prior to placement in:
 - 1) The crisis program at Fairview Developmental Center (W&I Code Section 4418.7);
 - 2) A mental health facility ineligible for federal financial participation (FPP) [W&I Code Section 4648(a)(9)(B)(iii) & (C)]; or,
 - 3) Out of state (W&I Code Section 4519.)
- b. Pursuant to W&I Code Section 4418.25(f)(4), annually on February 1, Contractor shall provide to the State progress in the development of needed statewide specialty services and supports, including regional community crisis options, as provided in W&I Code Section 4418.25(b)(3).
- c. Contractor shall comply with all placement restrictions of W&I Code Section 4684.65 regarding ARFPSHNs.

10. Self-Determination Program

- a. Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4685.8.
- b. Contractor shall hold at least one Self-Determination Program orientation within 60 days of training conducted by the Department. In consultation with the local volunteer advisory committee, Contractor shall develop a plan to complete orientations for all participants. The plan must take into consideration, at minimum, the language needs of participants and scheduling orientations at times and locations designed to encourage community participation.
- c. Contractor shall report to the State by the 15th of each month, or less frequently if mutually agreed to, information on the status of individuals selected for the Self-Determination Program. Information will be reported in a mutually agreed upon format and may include individual orientation completion status, program participation status, and concerns/barriers to Self-Determination Program enrollment identified by selected participants.
- d. Contractor shall provide a general progress report to include the information identified in paragraph (c) on the status of its implementation of the Self-Determination Program to the local volunteer advisory committee.
- e. By February 1, 2019, Contractor shall identify and provide to the State, the name and contact information for an employee who will serve as the point-of-contact for matters related to the Self-Determination Program. The point-of-contact shall be a staff member with broad knowledge of

Contractor's implementation of the Self-Determination Program.

11. Out-of-State Children

- a. It is the intention of the parties that eligible children who reside out-of-state regardless of the placing authority or funding entity shall be provided with smooth and timely transitions back to regional center services and supports upon their return to residence in California. Absent a request to the contrary from a parent, guardian, or legal representative with legal authority, Contractor agrees to maintain a status 2 active file for those regional center-eligible children age three and older who Contractor is aware are in residence out-of-state, subject to the following conditions:
 - 1) Contractor shall conduct and develop an annual Individual Program Plan informed by assessments and information from other involved agencies, to determine current status, service and support needs, and potential alternative services and supports that would be required to support the child in California.
 - 2) Contractor shall work with all involved agencies to identify needed services, prospectively determine funding arrangements consistent with W&I Code Section 4684, and if necessary, develop and/or adapt appropriate services to meet the child's needs in California.
 - 3) Contractor shall provide semi-annual face-to-face monitoring and may utilize video conferencing for this purpose.
 - 4) All written progress reports provided by the parent, guardian, or legal representative for each eligible child residing out of state shall be reviewed by Contractor and maintained in its files.
 - 5) If applicable, in accordance with, but not limited to, local AB 2083 Memorandums of Understanding, Contractor shall actively work with all involved agencies to identify and develop resources to support transitioning the child back to California as soon as appropriate.
 - 6) At the earliest possible opportunity, Contractor shall seek approval for start-up funding from the State for the development of appropriate resources to meet the child's needs when no resource is currently available.
- b. Contractor shall notify the State, and the appropriate cross-system partner(s), of any instance in which a parent, guardian, or legal representative with legal authority requests the regional center close or inactivate a child's case as referenced in paragraph (a).

12. Service Provider Termination of Vendorization

Contractor shall notify the State within three (3) business days of Contractor taking action to terminate the vendorization of a service provider, including the reason for termination, in accordance with the provisions of Cal. Code Regs., Title 17, Section 54370(b) or (c).

13. Communication Assessments

- a. Contractor shall offer an initial communication assessment for all individuals served under the Lanterman Act who are identified as deaf, based on Client Development Evaluation Report coding of 2, 3 or 9 for question 60, and 2, 3, 8 or 9 for question 61. The results of the assessment will be used in the development of the Individual Program Plan within 12 months of its completion. This requirement applies to all current individuals served and individuals who become eligible and meet the above criteria. This requirement is contingent upon both of the following:
 - 1) The State developing a communication assessment tool(s).
 - 2) The State's Communication Assessment Contractor training or making training available to potential assessors who meet the Communication Contractor's specified qualifications.
- b. Once subparagraphs (1) and (2) of paragraph (a) of this section have been met, Contractor and the State shall mutually agree upon a timeframe for Contractor to arrange and authorize assessments for those accepting the offered communication assessment. Contractor shall report quarterly to the State on:
 - 1) The name and UCI of individuals meeting the requirements for a communication assessment.
 - 2) The name and UCI of individuals who received a communication assessment in the prior quarter, and the date of each assessment.
 - 3) The date the communication assessment results were used to develop each individual's Individual Program Plan.
 - 4) The number of communication assessments initiated but not completed.
 - 5) The number of individuals who meet the criteria in paragraph (a) who have not received a communication assessment.
- c. If Contractor does not conform to the requirements set forth under this section, the State may require Contractor to provide a written corrective action plan outlining the steps Contractor shall take to ensure compliance under this section moving forward.

d. Contractor shall provide the State with the name of and contact information for its Deaf Specialist(s) by September 30, 2024. Any change in staff or contact information for this position shall be provided to the State within 10 business days.

ARTICLE III: FISCAL PROVISIONS

1. Budget Development Process

The State and Contractor agree to work together to build Contractor's budget using the best quality data and information available, including information on projected assessments, resource development and placements for the CPP/CRDP. To that end, the State and ARCA agree to implement a process that will provide this data for building the Governor's January Budget and the May Revise. The process will include ARCA proposing policy changes for the State to consider as well as caseload, Medicaid Waivers and other federal funding initiatives, and expenditure trend data.

2. Allocation of Funding to Contractor

- a. By July 1 of each fiscal year, the State and ARCA shall review the existing allocation methodology and make any recommended changes for the Director's approval. The State agrees to provide the regional centers with a report after each allocation issued to Contractor that shows the estimated amount available for Operations, POS, and CPP/CRDP, and the amount allocated to regional centers.
- b. The State shall, by September 1, of each fiscal year, or not later than fifteen (15) days following the enactment of the annual Budget Act, whichever is later, allocate to all regional centers Operations and POS funds consistent with the approved allocation methodology. On or before February 1 of each fiscal year, the State shall allocate to all regional centers the remaining funds unless specified in the approved allocation methodology or agreed to by ARCA. If ARCA and the State do not reach mutual agreement on an approved allocation process, or if the Director does not approve same, no less than one hundred percent (100%) of the Enacted Budget for Operations and ninety-nine percent (99%) of the Enacted Budget for POS, except for any funds appropriated by the Legislature for a specific purpose which has yet to occur, shall be allocated by February 1. The parties agree that it may be necessary to amend this contract in order to allocate funds made available from budget augmentations, if any, and to move funds among regional centers.
- c. By October 1 of each fiscal year, or not later than fifteen (15) days following the enactment of the annual Budget Act, whichever is later, the State shall allocate to the regional centers CPP/CRDP funds in accordance with the CPP allocation methodology agreed to between ARCA and the Department. If ARCA and the State do not reach mutual agreement on an approved allocation process, or if the Director does not approve same, the State shall allocate by October 15 to the regional centers no less than the sum of:
 - (1) 100% of the Start-Up funds per each regional center's approved CPP/CRDP.

- (2) 75% of the Assessment funds per each regional center's approved CPP/CRDP.
 - (3) 25% of the Deflection funds per each regional center's approved CPP/CRDP.
 - (4) 25% of the Placement funds per each regional center's approved CPP/CRDP.
 - (5) 75% of the Operations funds per each regional center's approved CPP/CRDP.
- d. Notwithstanding paragraphs a., b., and c. of this section, the final decision regarding the methodology used to determine the amount of allocations shall rest with the Director.
 - e. The Contractor shall submit a monthly POS Expenditure Projection (PEP) report to the State which identifies Contractor's actual and projected expenditures as of the date of this report. By the 10th of each month beginning December 10, which would reflect expenditures through October, the Contractor shall submit the monthly PEP in a format mutually agreed to between ARCA and the State. In the event an agreement cannot be reached, DDS will specify the format to be used with input from ARCA. The final PEP for the year shall be submitted by September 10 of the following fiscal year. This PEP shall reflect expenditures through the first supplemental claim.
 - f. As part of the monthly expenditure projection analysis, the State may request, and the Contractor shall provide additional information to explain the expenditure projection.
 - g. Contractor shall assure that services to eligible persons with developmental disabilities are provided within the funds identified in Exhibit A of this contract.
 - h. In the event the State determines that Contractor has insufficient funds to meet its contractual obligations, the State shall make best efforts to secure additional funds and/or provide Contractor with regulatory and statutory relief.
 - i. After notice to the Contractor the State may disencumber any or all funds unexpended and uncommitted by the Contractor out of the amount available under this contract. For the purposes of this Section, such total amount available shall be defined as the amount originally specified in Article I, Section 8, modified by any changes made pursuant to Article III, Section 2, and/or as modified by any executed contract amendment.

j. Not more than 15 percent of all funds appropriated through Contractor's operations budget shall be spent on administrative costs. For purposes of this section, "direct services" includes, but is not limited to, service coordination, assessment and diagnosis, monitoring of consumer services, quality assurance, and clinical services. Funds spent on direct services shall not include any administrative costs. For purposes of this section, administrative costs include, but are not limited to, any of the following:

- 1) Salaries, wages, and employee benefits for managerial personnel whose primary purpose is the administrative management of the regional center, including, but not limited to, directors and chief executive officers.
- 2) Salaries, wages, and benefits of employees who perform administrative functions, including, but not limited to, payroll management, personnel functions, accounting, budgeting, auditing, and facility management.
- 3) Facility and occupancy costs, directly associated with administrative functions.
- 4) Maintenance and repair.
- 5) Data processing and computer support services.
- 6) Contract and procurement activities, except those performed by direct service employees.
- 7) Training directly associated with administrative functions.
- 8) Travel directly associated with administrative functions.
- 9) Licenses directly associated with administrative functions.
- 10) Taxes.
- 11) Interest.
- 12) Property insurance.
- 13) Personal liability insurance directly associated with administrative functions.
- 14) Depreciation.
- 15) General expenses, including, but not limited to, communication costs and supplies directly associated with administrative functions.

3. Advance Payment Provisions

The State shall make available to the Contractor funds for the provision of services under this contract in advance of the Contractor's actual performance therefore, as authorized by W&I Code Section 4621, subject to the following conditions:

- a. Requests for advance payment shall be in accordance with format and procedures requested by the State. The amount to be advanced shall be twenty-five (25) percent of the total contract amount as set forth in the preliminary allocation and in any subsequent contract amendment. The State shall advance funds as soon as reasonably possible following the enactment of the annual Budget Act.
- b. All amounts advanced under this provision shall be deposited by the Contractor in an interest-bearing bank account(s), in a bank legally authorized to engage in the banking business in California and which account(s) is established solely for operation of the regional center. The account(s) shall be in the name of both the State and the Contractor for the purpose of clarifying the State's rights, title and interest to the State funds in said account(s) as stated in "c" of this Section, in the event that a judgment creditor of the Contractor seeks to levy against the funds by means of attachment or execution.

Each withdrawal from said bank account(s) shall be made only by written instrument or electronic transfer of funds performed by the bank as part of an available service. Upon request of the State in writing, the Contractor shall repay to the State such parts of the unliquidated balance of advance payment as shall be in excess of the current requirements. No part of the funds in said bank account(s) shall be commingled with other funds of the Contractor.

- c. Amounts advanced in accordance with this provision when withdrawn from said bank account(s) shall be used only for pending expenditures in accordance with the attached Exhibit A. Except as provided in "b" of this Section, the Contractor has access to the funds placed in said bank account(s) for administrative convenience only, and hereby agrees that it has no right, title or interest therein, and shall make no withdrawals except for those made solely for the purpose of satisfying claims against or expenses of the Contractor incurred pursuant to and in the performance of this agreement.
- d. All interest earned on these funds shall be reported on the next monthly reimbursement claim to the State.
- e. The State shall have a lien upon any balance in said bank account(s) paramount to all other liens, which lien shall secure the repayment of any advance payments made hereunder.

- f. All bank accounts and any investment vehicles containing funds from this contract and used for regional center operations, employee salaries and benefits or for consumers' services and supports, shall be in the name of the State and Contractor. Properly established trust accounts that are approved by the Regional Center Board of Directors for the purpose of administering standard employee benefits do not have to be in the name of the State provided the State has the authority to review the financial transactions of the trust or financial reports prepared by independent auditors. "Standard employee benefits" are those commonly provided to employees in the course of business in private companies.
- g. For the bank account(s) above referenced, there shall be prepared three (3) alternative signature cards with riders attached to each indicating their use. In addition to the preparation of signature cards and riders, Contractor and the bank(s) shall enter into a written agreement specifying the bank(s)' responsibilities relative to said bank account(s). The signature cards, riders and agreement specified herein shall be prepared and administered in accordance with the format and procedures specified by the State.
- h. If Contractor cannot comply with "f" of this Section, alternative arrangements mutually agreeable to the parties shall be utilized.

4. Payment Provisions

In consideration of the services rendered by the Contractor pursuant to this contract, the State shall reimburse the Contractor, for cash expenditures, monthly in arrears. Reimbursement claims shall be submitted in accordance with the claiming procedures requested by the State.

All funds received pursuant to this contract shall be deposited and retained in a bank account(s) set forth in Article III, Section 3.

All funds expended by the Contractor and reimbursed by the State during the term of this contract shall be for the purposes specified and in conformity with Exhibit A.

Any funds which have not been encumbered for services provided or purchased during the term of the contract, shall revert to the State.

5. Budget Category Transfers

In accordance with the annual Budget Act, a contract amendment shall be required if funds are to be transferred from one budget category to another. This provision shall apply to those budget categories that are listed in Exhibit A.

6. Contract Funding Stipulations

- a. This agreement is subject to the appropriation of funds by the Legislature for the purpose of this contract. If funds are not appropriated in any fiscal year into which this agreement extends, it is mutually agreed that this agreement shall be of no further force and effect. In this event, except as provided in Article I, Section 25, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this agreement, and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor shall ensure that all POS contracts initiated by Contractor include notification of this condition.
- b. Except as provided in W&I Code Section 4635, if funding for any fiscal year for this program is reduced or deleted by the Budget Act, except as provided in Article 1, Section 25, the State or Contractor shall have the option to either cancel this agreement without liability or agree to an amendment to reflect the reduced amount.

7. Travel and Per Diem

The Contractor shall establish and maintain procedures that assure the State that reimbursements to regional center employees and board members for necessary travel and per diem are equitable, reasonable, and properly documented.

8. Independent Financial Audit

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4639 and the Single Audit Act of 1984, 31 U.S.C. 7501, et seq., and applicable Office of Management and Budget Circulars (A-122 and A-133 or as revised).

9. Vendor Fiscal Monitoring

- a. Contractor shall monitor the expenditure of public funds by monitoring vendor fiscal claims.
- b. The Contractor shall be responsible for auditing: 1) vendors with prior year annual payments made by the contractor to a vendor of less than \$100,000, 2) consumer's personal and incidental funds, and 3) residential facilities with licensed capacity of six or fewer beds regardless of the payment amount. The DDS shall be responsible for auditing vendors with prior year annual payments from regional centers of \$100,000 or more. The contractor may audit other vendors if prior approval is received from the State. The vendor audits shall be conducted in accordance with the provisions of Cal. Code Regs., Title 17, Section 50606, Regional Center Auditing Requirements and in compliance with audit protocols mutually agreed to by the State and Association of Regional Center Agencies.

- c. The Contractor shall meet or exceed the following minimum requirements and will be evaluated based on the results achieved. In evaluating the results of the contractor's efforts, consideration will be given to the fact that funding for fiscal monitors was reduced in FY 2004-05.

The minimum number of audits conducted by Contractor shall be 4% of the total number of separately vendored services for the following service categories: community care facilities with licensed capacity of six or fewer beds, transportation, day programs, in-home respite agencies and respite facilities. The vendors included in the base for establishing the minimum number of audits, shall be those vendors that receive total prior year POS payments from the contractor of \$100,000 or less and those residential facilities with licensed capacity for six or fewer consumers. Prior to June 1 of each year the State will provide the Contractor with the total number of vendors that will be used to calculate the minimum number of audits to be conducted. Contractor shall ensure that the minimum number of audits conducted includes at least 35% billing audits and 20% cost verification and staffing audits. Cost verification audits are audits of cost statements, State authorized rate increases, or verification of costs used by regional centers to set rates as provided for in Cal. Code Regs., Title 17, Staffing audits are audits conducted to verify compliance with staffing levels as specified in Cal. Code Regs., Title 17, or by contract with a service provider as allowed by Cal. Code Regs., Title 17. Procedures for staffing audits may also include verification that staffing levels are appropriate for the consumer's assessed level of care and are in compliance with the vendor's program design narrative. The billing audits conducted shall include vendors serving consumers eligible for the HCBS Waiver. At least one of the vendors audited must be a program that serves children under the age of three. The Contractor shall make a good faith effort and exhaust all reasonable methods of collection to recover all fiscal adjustments identified as a result of the Contractor's vendor audits. Documentation of collection efforts shall be maintained by the Contractor for future review.

By October 1 of each year, Contactor shall submit to the State a listing of all vendor audits conducted during the prior fiscal year and a list of recoveries. The list of recoveries shall identify the vendor, the date of the audit report, the amount recovered during the prior fiscal year and the method of recovery which may be either collection of cash or off-set of vendor billings.

- d. This provision does not negate the requirement that regional centers submit vendor audit reports to the State pursuant to Cal. Code Regs., Title 17, Section 50606(g)(1)(F). Completed reports are to be submitted at least quarterly.

10. Consumer Trust Accounts

Contractor shall ensure that the consumer benefits directly from all interest earned on trust accounts. Guided by prudent business practices, all trust funds must be placed in a separate bank account that earns at least the prevailing rate of monetary interest for a "Business Savings" account, or equivalent account. This account shall be in the name of both the State and Contractor in accordance with the provisions of Article III, Section 3. All interest must be allocated to the individual consumer accounts. Bank charges (net after applying bank credits, if any), that are specifically identifiable to the trust account may be offset against the consumers' interest. In no case shall the amount of bank charges allocated to the individual consumer accounts exceed the amount of interest earned.

11. Foundation Support

- a. Contractor may provide funds to a foundation or similar entity where the purpose of the funds is to provide direct benefits to regional center consumers subject to prior review and written approval by the State in consultation with Contractor.

Contractor may not provide funds or personnel to a foundation or similar entity for fundraising purposes.

- b. Through a written agreement between the Contractor and a foundation, or similar entity, Contractor may provide in-kind administrative services to a foundation, or similar entity, provided such agreement requires reimbursement from the foundation to the Contractor for any services performed by the Contractor or its employees on behalf of the foundation or similar entity. In-kind reimbursement shall be in the form of specifically identifiable, non-monetary benefits for persons with developmental disabilities.
- c. Nothing shall preclude a foundation, or similar entity, from competing for funding from the Contractor or another regional center on the same basis as any member of the general public. Contractor shall, however, comply with sections 54520 and 54521 of Cal. Code Regs., Title 17, with respect to any conflict of interest issues arising between the Contractor and a foundation, or similar entity.

Contractor must request and receive approval from the State prior to entering into a lease agreement in which bond financing will be utilized to fund the loan.

ARTICLE IV: CONTRACTOR OPERATIONS

1. Electronic Data Processing and Data Integrity

- a. The State and Contractor agree to ensure the integrity and confidentiality of the State's databases that reside on the System i and ~~the Office of Technology Services (OTech)~~ California Department of Technology (CDT). Accordingly, Contractor shall not engage in any activity that threatens their integrity and shall develop and implement an operational recovery plan consistent with the requirements of this section. Contractor agrees to adhere to the most current version of the State's 'Security Policy for Regional Centers' as developed by the State and ARCA.
- b. Contractor, using the electronic billing and payment software provided by the State, agrees to comply with the most current version of the State's 'Security Policy for Electronic Billing' as developed by the State and ARCA.
- c. Contractor shall make available accurate and complete ~~UFS and SANDIS case management and financial data related to consumer and vendor services, including but not limited to UFS, eBilling and SANDIS~~ information to the State. Accordingly, Contractor shall:
 - 1) Update changes to all mandatory items of the Client Master File at least annually except for the following elements, which must be updated within thirty (30) days of Contractor being aware of any of the following events:
 - a) The death of a consumer.
 - b) The change of address of a consumer; or
 - c) The change of residence type of a consumer.
 - 2) Review the information required in the Client Development Evaluation Report (CDER) whenever an IPP is completed, and update if there is a change.
 - 3) Upon notification by the State of errors in the State's databases that reside on the System i and ~~OTech~~ CDT, Contractor shall rectify those errors within thirty (30) days.

- 4) Contractor agrees to allow the State to access and use any stored consumer and vendor services data pursuant to W&I Code Section 4407. As part of the Consumer Electronic Records Management System (CERMS)/Uniform Fiscal Systems Modernization (UFSM) projects, the project teams will need to access data that is not typically provided to the State. For the purpose of working through the transition, Contractor shall give the project teams access to all data that are in scope of these projects.
- 5) Contractor shall notify the State of any plans to access data stored within SANDIS, UFS, and the eBilling systems databases, by any third-party applications used by the Contractor.
- 6) Contractor shall notify the State of any plans to use any non-State and third-party tools and applications that either provide or consume data stored within SANDIS, UFS, and the eBilling systems databases.
- 7) The State is actively pursuing the modernization of the State's financial, UFSM, and case management, CERMS, systems for use by Contractors. Contractor shall support the transition to these systems as their system of record, as follows:
 - a) Contractor user acceptance testing (UAT) is performed based on a clearly defined and mutually agreeable UAT test developed by the ARCA Information Systems (AIS) Committee and the State. The test plan shall be developed by both the State and AIS to address the identified needs of the regional centers, the State, service providers, and consumers. The test plan shall include clear, measurable, and realistic metrics with established targets that must be met to ensure readiness for implementation.
 - b) The new solutions are shown to align with the State of California's CalSecure initiative enabling a modern secure platform which protects the privacy of client PHI and PII.
- 8) Without prior approval of the State, Contractor shall not initiate efforts to move off their current case management system to alternative solutions, and should only be considered if it is necessary to protect the security and efficiency of its system pending the finalization and proven effectiveness of CERMS as recognized by the State and Contractor.

If other new functionality is required, Contractor must notify the State and receive the State's approval prior to planning and design. Contractor shall, to the extent possible consistent with maintaining an effective system, focus efforts on data clean-up and transitional efforts to prepare for future solutions.

9) Contractor shall work with the State to harden their system environment in alignment with requirements the State must follow. This includes completing and sharing:

- a) A biennial security assessment from an independent third-party;
- b) Establishing a Plan of Action Milestones (POAM); and
- c) Establishing priorities in partnership with the State and working with a contractor to address the critical and high priority items.

The State will look to provide financial assistance for remediation efforts from findings identified in the security assessment and mutually prioritized by the State and Contractor based on shared security interests.

- d. To improve the accuracy of information reported to the State, as well as to reduce the need for surveys of the regional centers to obtain needed information, all regional centers shall use the SANDIS Consumer Information and Resource Information Modules.
- e. As required by the State Administrative Manual Management Memo 01-10 issued June 4, 2001, Contractor certifies that appropriate systems and controls are in place to ensure that State funds are not used to acquire, operate, or maintain computer software in a manner that does not comply with applicable copyrights.

2 Personnel

- a. Contractor agrees to hold the State harmless from any administrative or legal actions occurring because of the failure of the Contractor to maintain personnel records and practices in accordance with the provisions of this contract and State of California or federal laws or regulations.
- b. Contractor shall comply with the provisions of Public Contract Code, Section 10353 as required.
- c. Contractor acknowledges the policy in Public Contract Code, Section 7110 (a) and (b) and shall comply with all applicable State of California and federal laws relating to child and family support enforcement.

3 Records Maintenance

In accordance with W&I Code Section 4631(b), Contractor shall be held strictly accountable for reporting all revenues and expenditures, and the effectiveness of the Contractor in carrying out of its programs and fiscal responsibilities. Contractor shall keep records, as follows:

- a. The Contractor shall maintain books, records, documents, case files, and other evidence pertaining to the budget, revenues, expenditures, and consumers served under this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect net costs (direct and indirect) of labor, materials, equipment, supplies and services, overhead and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract in accordance with mutually agreed to procedures and generally accepted accounting principles.
- b. Contractor shall retain records which pertain to consumer eligibility determinations and redeterminations for the Medicaid Waiver Program for a minimum of five years from the date of an eligibility determination or redetermination.
- c. Contractor may, in fulfillment of its obligation to retain the records as required by this Section, utilize a scanned, digitalized, or other electronic true representation of the original record consistent with Title 17, Section 50602(h) and (i); Title 17, Section 50604 (d); Title 17 Section 50605(a) and (c); Title 17, Section 50612(a) and (f).
- d. Contractor shall comply with the most current version of the State's 'Requirements for Electronic Storage of Records', as developed by the State and ARCA.

4 State Property

- a. All equipment, material, supplies, or property of any kind furnished by the State, or purchased from funds received under the terms of this contract, shall be the property of the State of California and used for the performance of this contract, unless specifically exempted in the State's Equipment Management System Guidelines.

Contractor shall maintain and administer, in accordance with sound business practice, a program for the utilization, care, maintenance, protection and preservation of State of California property so as to assure its full availability and usefulness for the performance of this contract. Contractor shall comply with the State's Equipment Management System Guidelines for regional center equipment and appropriate directions and instructions which the State may prescribe as reasonably necessary for the protection of State of California property.

- b. Except as authorized in W&I Code section 4669.2, subdivision (a)(8), Contractor is prohibited from expending any state funds that result in the State of California owning, or incurring a liability for, real property.

5. Public Disclosure of Contracts

In accordance with W&I Code Section 4640.6(k), Contractor shall make available to the public for review, all employment contracts with regional center staff or contractors (entered into on or after January 1, 2003) upon request. No employment contract, or portion thereof, may be deemed confidential or unavailable for public review except the social security number of the contracting party.

- a. The term of an employment contract between Contractor and an employee or contractor shall not exceed five years or the term of the State's contract with the regional center.
- b. When reporting the information to the State, as required by W&I Code Sections 4639.5 and 4640.6(k). Contractor shall include any information regarding Executive Director current annual compensation as defined by IRS Code for completion of the IRS Form 990, and associated detail. This information shall be provided in a format with instructions agreed to by the State and regional centers.

6. Consumer Information Security

- a. The Contractor agrees to adhere to the most current version of the State's 'Statement of Assurances for Protection of Protected Health Information' (Exhibit F) which sets forth the security and notification requirements and best practices for, but not limited to, the protection of all confidential, sensitive, and/or personal information collected and stored on behalf of the State regardless of format or media type.
- b. Contractor, agrees to adhere to State policy regarding incident reporting, requiring privacy breaches and/or security incidents involving paper and other formats to immediately notify the Department's Information Security Officer, via email at iso@dds.ca.gov in the event of any loss or theft of personal, sensitive, or confidential information in any format, including but not limited to flash drives, cell phones, personal digital assistants (i.e. blackberry), tablets, computers, and laptops within 72 hours.

The notification to the Department must be reported on form DS 5340B or other online submission form as directed by the Department. DDS is mandated by law to notify other entities of disclosure of information; the timelines are extremely short for many of these reports; therefore, it is essential that DDS is notified immediately, within 72 hours, when a suspected privacy breach or security incident is discovered by the Contractor.

ARTICLE V: EVALUATION

1. Contractor Evaluation

- a. The Contractor's performance under this contract will be evaluated. Accordingly, the State, through its authorized representatives, reserves the right to use evaluation methods, including observations, inspections, interviews and other assessment techniques selected by the State.
- b. The State shall notify the Contractor, at least thirty (30) days in advance unless mutually agreed upon otherwise, that an evaluation will take place. It is the State's intent that the on-site portion of any evaluation shall occur during Contractor's normal working hours, unless mutually agreed otherwise, and with the least amount of disruption of day-to-day services, and should last no longer than three (3) weeks.
- c. The State shall prepare a written report specifying the findings of any evaluation performed by the State under this Section. Said report shall not be limited to a description of the areas of Contractor's deficiencies but shall include a description of Contractor's strengths and outstanding achievements, if any. Except as required by law, public release of the State's final evaluation report shall not be made until the report has been reviewed by the Contractor and the Contractor has had thirty (30) days to respond. Contractor's responses will be included within the final report to be published within thirty (30) days from the receipt of said responses.

2. Information Requests

During the term of this contract, the State may require Contractor to furnish program and fiscal information, as the State deems necessary to assess Contractor's status or performance relative to Contractor's fiscal and/or program operations. Prior to requesting such information, the State shall confer with ARCA as to the most efficient and effective means for collecting the information.

3. State Audits of Contractor

- a. The State shall audit records of Contractor to verify Contractor's compliance with this contract. Such audits shall commence within three years following the last date of the prior audit period.
- b. The State shall not commence its routine biennial audit of Contractor prior to 30 days after the State has issued and Contractor has received the final audit report for the prior audit period.
- c. Contractor records pertaining to the provision of services under this contract shall be open for audit by the State for a minimum period of three years following the last date of the prior audit period.

- d. The final audit report shall be issued by the State to the regional center within ninety (90) days of Contractor's written response to the draft audit report when Contractor's written response to the draft audit report is in agreement with all audit findings and/or recommendations disclosed.

ARTICLE VI: CONTRACT AMENDMENT/CANCELLATION/REOPENING

1. Contract Amendments

- a. Either party may reopen and enter into negotiations on any provision(s) of this contract as deemed necessary to contract or respond to 1) any legislative and/or budgeting actions taken by the Legislature; 2) executive order of the Governor; 3) declared state of emergency; 4) action taken by a court of law; or 5) the need for special language.

Contractor shall immediately notify the State in writing if, as a result of the above, it is unable to comply with any provision of this contract.

- b. Pursuant to Article III, Section 2 hereof, this agreement shall be amended on or before September 1 of each year and may be amended additional times as needed in order to allocate funds made available and to move funds among regional centers as early as possible to the Contractor and the other regional centers.
- c. Should any change in the regulations promulgated by the State, State policies, or provisions of this contract result in increased costs to the Contractor, the State in consultation with the Contractor shall determine the amount of this cost and shall, consistent with state law and subject to the availability of funds appropriated to the State for developmental services, augment Contractor's budget by this amount.

2. Severability Clause

Subject to review and approval of the Department of General Services, in the event this contract is terminated or not renewed pursuant to Article I, Section 3 or Article VIII, Section 4, the State shall negotiate reasonable closing costs with the Contractor.

3. Entire Agreement

This writing, including its attachments and references, is intended both as final expression of the agreement between the parties and as a complete exclusive statement of the agreement.

ARTICLE VII: MISCELLANEOUS

1. Lease/Rental Agreements

The contractor shall include in all new leases or rental agreements for real property a clause that holds the State harmless for such leases.

2. Emergency Response System

Contractor shall implement an emergency response system that ensures that a regional center staff person will respond to a consumer, or individual acting on behalf of a consumer, within two hours of the time an emergency call is placed. This emergency response system shall be operational 24 hours per day, 365 days per year.

3. Emergency Planning, Preparedness, Response and Recovery

a. Definitions for terms, as used in this section:

- 1) "Emergency" means any situation that requires immediate action in which the life or safety of consumers are threatened by events including but not limited to: floods, fires, earthquakes, power outages, chemical spills, or events for which a disaster has been declared by a unit of local, state, federal, or tribal government.
- 2) "Community" means regional center consumers, their families and caregivers, service providers, regional center staff and other relevant local partners.

b. Contractor shall develop, and annually thereafter review and update, as necessary, its emergency plan to encompass planning, preparedness, response and recovery. The plan shall, at minimum, include a description of Contractor's ongoing efforts to develop and maintain relationships, educate, prepare and plan, and collaborate with County Emergency Management Offices tribal entities, neighboring regional centers, and the community.

c. Contractor shall maintain a current list of key regional center personnel involved in emergency activities, from planning, preparedness, response, recovery, and reporting, and their contact information, and share it with the State's Emergency Preparedness and Response Office.

d. Contractor shall hire, maintain and designate one full-time Emergency Coordinator position. The Emergency Coordinator shall participate in-person or remotely in state-funded training opportunities and exercises, and quarterly statewide meetings. If every effort has been made for Emergency Coordinator to participate, but is unable, a designee shall participate.

e. Contractor shall work with the State to utilize resources allocated for:

- 1) Training and community engagement, and
 - 2) Generators, batteries, go-bags/emergency kits for consumers living in high-risk areas defined by CalFire and the California Public Utilities Commission, to the extent applicable to the Contractor's catchment area.
- f. During a declared emergency, Contractor shall:
- 1) Provide timely notifications and updates to impacted consumers;
 - 2) Identify facility and program closures that result in consumer displacement and/or loss of services;
 - 3) Coordinate with local, state, federal and tribal entities, the community, and other regional centers, as needed to maintain consumer safety and supports;
 - 4) Provide daily, or at a frequency requested by Contractor and approved by the State, updates to the State regarding the safety, well-being, and unmet needs of consumers, to the extent known to Contractor, in a format mutually agreed upon.
- g. Contractor shall assist consumers after emergency events, and may utilize the service providers for assistance, which may include, but not be limited to, the following:
- 1) Returning home.
 - 2) Identifying alternative sources of services, if needed.
 - 3) Connecting to state and federal assistance programs, which may include, but not be limited to food, income supports, childcare, interpretation, and health care.

4. Collection of Parental Information

In accordance with W&I Code Section 4657, Contractor shall collect the following for each new case and each review of all clients in out-of-home placement:

- a. The social security number of the parents of the client;
- b. The birthday of the parents of the client;
- c. The disability status of the parents of the client; and,
- d. Whether the parents of the client are deceased or not.

5. Registered Sex Offenders

Effective April 1, 2005, Contractor shall, for every newly eligible consumer over 16 years of age, review Megan's Law website (www.meganslaw.ca.gov) to determine if the consumer is required to register as a sex offender pursuant to Penal Code 290. If the consumer is required to register as a sex offender, the Contractor shall appropriately note this information in the consumer's electronic record and case file.

6. Data Compilation

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4519.5 and 4519.6. Contractor shall provide the report specified in W&I Code Section 4519.5(f) to the State annually by May 31.

7. Shared Vendors and Case Management Responsibility

- a. For the purposes of this section, "community living vendor" includes community care facilities, supported living services, independent living services, Family Home Agency and Foster Family Agency.
- b. When Contractor is not the vendoring regional center but is the regional center with case management responsibility and chooses to place a consumer with another regional center's community living vendor or long-term health care facility, Contractor shall:
 - 1) Prior to the provision of services, notify the vendoring regional center of services to be provided to Contractor's consumer by the vendor or long-term health care facility.
 - 2) When a special incident occurs, ensure the vendor or long-term health care facility submits a special incident report to both Contractor and the vendoring regional center. [Cal. Code Regs, Title 17, Section 54327(d)]
 - 3) Upon becoming aware of a special incident, notify the vendoring regional center.
 - 4) Work collaboratively with the vendoring regional center to follow up and investigate special incidents, as needed.
 - 5) Work collaboratively with the vendoring regional center to enforce a Zero Tolerance Policy regarding abuse or neglect of consumers.
- c. When Contractor is the vendoring regional center but is not the regional center with case management responsibility, Contractor shall notify the regional center utilizing Contractor's community living vendor or long-term health care facility upon becoming aware of the following:

- 1) Unusual type or frequency of special incidents that would impact the health and safety of consumers while receiving services from Contractor's community living vendor or long-term health care facility.
 - 2) Issues that may affect the ability of Contractor's community living vendor or long-term health care facility to provide services, or to provide services in an environment that ensures the health and safety of consumers during the provision of services.
 - 3) If a situation specified in subparagraphs (1) or (2) of this paragraph places a consumer(s) in immediate risk or danger, Contractor shall notify the regional center(s) immediately, and not later than 24 hours.
- d. For all vendor types other than community living vendors and long-term health care facilities, upon becoming aware of a situation specified in subparagraphs (1) or (2) of paragraph (c) of this section, Contractor shall notify all regional centers of the following:
- 1) Vendor name and number(s).
 - 2) Request to contact Contractor if a regional center is currently utilizing the vendor in question.
 - 3) The name(s) and telephone number(s) of the individual(s) to contact for relevant information.
- e. For the purposes of paragraph (d) of this section, Contractor shall notify the regional center(s) as soon as possible, but not later than two working days. If the situation places a consumer(s) in immediate risk or danger, Contractor shall notify the regional center(s) immediately, and not later than 24 hours.
- f. By December 15, 2013, and ongoing as warranted by personnel changes, Contractor shall maintain and provide to the other regional centers, a primary contact person and a backup contact person and their contact information for purposes of making and receiving the notifications specified in paragraph (d) of this section.

8. Program Development Funds – Parental Fee Program

Both Parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4784 and California Code of Regulations 50225.

9. Executive Director Recruitment Policy

Contractor shall notify the State within one business day of an unanticipated executive director vacancy or within one week of learning of an executive director resignation or retirement. Contractor shall provide the State with its plan for executive director recruitment within one month of the above notification.

10. Reporting on Specified Consumers

- a. Contractor shall report to the State on an ongoing basis and at least monthly, information on:
 - 1) If known, any minor or non-minor dependent who remains a resident of California and is residing out-of-state, whose services are not funded by the regional center.
 - 2) If known, any minor at risk of out-of-state placement, whether the placement would be funded by the regional center or another agency.
- b. Contractor shall report to the State within three business days of any known occurrence, information on any minor or adult residing for five days or more in an emergency room or psychiatric facility, or any minor not accompanied by their parent or legal guardian residing in a shelter.
- c. Information will be reported to a specified State contact in a mutually agreed upon format, to include consumer name, UCI, age, legal status, and a summary of the current circumstances and resources that have been explored.
- d. By August 31, 2020, Contractor shall identify and provide to the State, the name and contact information for any employee who will serve as a point-of-contact for this information.
- e. Nothing in this section shall affect Contractor's compliance with W&I Code Section 4519.

11. Board of Directors Training Plan

- a. Pursuant to W&I Code Section 4622(g), "the regional center shall provide necessary training and support to these board members to facilitate their understanding and participation, including issues related to linguistic and cultural competency. As part of its monitoring responsibility, the department shall review and approve the method by which training, and support are provided to board members to ensure maximum understanding and participation by board members. Each regional center shall post on its internet website information regarding the training and support provided to board members."

- b. Contractor shall submit to the State by December 15 of each year, a proposed comprehensive board of directors' training plan for the next calendar year. At minimum, training topics shall include a review of board governance (e.g., board members' role and responsibilities), conflict of interest and whistleblower policies, and linguistic and cultural competency.
- c. The training plan shall detail training topics, including: frequency, length of each training session and, if known, the name, affiliation, and qualifications of the individual or entity who will provide training to the board.
- d. Contractor shall post on its website information regarding the training and support provided to board members pursuant to W&I Code Section 4266(g), to include the annual board of directors' training plan and schedule.
- e. Contractor shall submit to the State by December 15 of each year, a report on the actual trainings provided to its board of directors in that calendar year, to include the information specified in subsections (b) and (c).

12. W&I Code Section 4731 Consumers' Rights Complaints

By April 15, 2021, and quarterly by the 15th of the month following each quarter, Contractor shall report to the State information regarding complaints pursuant to W&I Code Section 4731 for which the regional center sent the complainant a written proposed resolution in response to in the previous quarter. To ensure the State has the information needed to comply with W&I Code Section 4519.2(c), information shall be reported in a mutually agreed upon format and shall include, but not be limited to, the following:

- a. Consumer UCI and initials;
- b. Date complaint was received by the regional center;
- c. Date the proposed resolution was sent to the consumer;
- d. Subject matter of each complaint; and
- e. How the complaint was resolved.

13. Medicaid Enrollment Requirements

- a. Purpose

Regional centers coordinate services for consumers for which federal funding is received from the Centers for Medicare and Medicaid Services, and are therefore required to enroll as a Medicaid provider. Exhibit G sets forth the terms and conditions under which the Contractor shall enroll as a Medicaid provider.

- b. Board of Directors' Recruitment and Training

- 1) Contractor shall provide information regarding these requirements in Contractor's board recruitment outreach and information.
- 2) Contractor shall include as a component in its annual training regarding board member roles and responsibilities, information about the criteria that trigger submission of a renewal packet as outlined in Exhibit G to ensure ongoing enrollment as a Medicaid provider.

14. Board Governance

By April 1 ,2022, Contractor shall ensure that either a board-approved policy or board-approved bylaws describe the following:

- a. The respective roles and responsibilities of the governing board in setting policy and overall governance and the Executive Director in day-to-day operations.
- b. The selection, training and monitoring of facilitators who will support board members to ensure maximum understanding and participation in carrying out their roles and responsibilities as per W&I Code section 4622(g)(1) and (2).

15. Forensic Cases

- a. Starting January 15, 2022, Contractor shall ensure information is entered into its case management database regarding consumers subject to the diversion process pursuant to Penal Code Section 1001.20, et seq. Information shall be entered within 14 days of receipt of minute orders and shall include, but not be limited to, the following:
 - 1) Date(s) and type(s) of related offense(s); and
 - 2) Details of the consumer's diversion program and current status.
- b. Contractor shall give the State a minimum of 14 calendar days' notice of any of the following:
 - 1) Contractor's intent to recommend to the court that a consumer be admitted to the Porterville Developmental Center Secure Treatment Program pursuant to Penal Code Section 1370.1.
 - 2) Contractor's intent to recommend to the court that a consumer currently on a Penal Code Section 1370.1 commitment at Porterville Developmental Center move to a W&I Code Section 6500 commitment.
- c. Contractor shall provide Porterville Regional Project with all required individual documents as soon as possible after a recommendation has

been made to the court that a consumer be admitted to Porterville Developmental Center.

16. Reporting on DDS Conservatees

- a. Beginning October 1, 2022, Contractor shall report to the State, in a format prescribed by the State, by the fifth (5th) working day of each month for the prior month the following information for each individual for whom the Director of DDS is conservator and the responsibilities of conservatorship have been delegated to Contractor pursuant to Health and Safety Code sections 416 through 416.23:
 - 1) Change in residence
 - 2) Change in medical presentation or support needs
 - 3) Changes in behavioral presentation or support needs
 - 4) Changes in services, including new services requested and/or authorized
 - 5) Emergency room or urgent care visits, including the reason and outcome of the visit
 - 6) Rights violations
 - 7) Any other significant events or issues not already reported to the State

- b. By December 31, 2023, and biennially thereafter, Contractor shall have completed a person-centered comprehensive assessment for each individual described in paragraph (a) of this section to inform the development of the Individual Program Plan. In implementing this paragraph, Contractor and the State shall adhere to the following timelines:
 - 1) By October 31, 2022, Contractor and the State shall define “comprehensive assessment” for the purpose of this paragraph and the necessary trainings for staff who will complete comprehensive assessments.
 - 2) By November 30, 2022, Contractor and the State shall finalize the curriculum for trainings.
 - 3) In December 2022, trainings shall begin.
 - 4) From January 2023 to December 2023, Contractor shall complete all necessary comprehensive assessments.

- c. Consistent with Probate Code section 2360 and the State’s May 2011 program advisory, “COD 11-01, Conservators: Photograph of Conservatee,” by January 31, 2023, and annually thereafter, Contractor shall submit to the State, in a format prescribed by the State, a photograph of each individual described in paragraph (a) of this section.

- d. Contractor shall notify the designated representative of the State, within 24 hours of learning of a DDS conservatee death or serious incident, involving abuse, neglect or unplanned hospitalization.
 - 1) For reported deaths, Contractor shall submit a copy of the death certificate and mortality review to the State.

- e. Contractor shall carbon copy (cc) the State on the IPP and annual progress report for each DDS conservatee.
- f. Contractor shall meet with the State upon request to discuss a conservatee case.

ARTICLE VIII: PERFORMANCE

1. Contract Development

Contractor agrees to perform in accordance with the goals and objectives set forth in Exhibit C, "Performance Plan," which was developed in accordance with W&I Code Section 4629. Notwithstanding Article I, Section 9 herein the Performance Plan shall be for a period of five years as specified in Exhibit C. The Performance Plan may be modified during the term of this period by mutual written consent of Contractor and the State.

2. Annual Progress Report

By January 31 of each year, Contractor shall prepare and submit a report to the State on Contractor's progress in meeting its performance contract goals and objectives. The report shall include the goals, objectives, baseline data for each objective, and progress on each objective.

3. Incentives

By July 1 of each year, ARCA and the State shall mutually agree on incentives and flexibility as required to ensure that Contractor meets or exceeds its performance standards and to facilitate the achievement of performance objectives. Once agreed to, these incentives and flexibility shall become part of the Contract.

4. Contract Compliance

Based upon Contractor's performance, the State may take corrective action against Contractor, including placing the Contractor on probationary status. If it is found that a Contractor does not meet or is at risk of not meeting performance standards, due to the failure to meet performance objectives or requirements under the Lanterman Act or the terms of the contract, the State may take any or all of the following actions independently or in combination: the provision of technical assistance; loss of fiscal incentives; mandated consultation with designated representatives of ARCA or a management team designated by the State, or both; issuance of a letter of noncompliance; pursuit of legal or equitable remedies for enforcement of specified obligations; or contract termination or contract nonrenewal subject to W&I Code Section 4635. Nothing in this paragraph shall limit the State's authority to take any other appropriate action under the Lanterman Act or the terms of the contract at any time during the term of this contract.

ARTICLE IX: STAFFING, MONITORING AND REPORTING

1. Specialized Personnel and Monitoring

Contractor shall expend not less than the specific amounts allocated for the following provisions unless there is reduction in funding, and/or the State imposes a transfer from Operations to POS.

a. Clinical Staff

Contractor shall either hire, or contract for, clinical expertise in the areas of pharmacology, behavioral psychology, and special medical assistance in order to provide assistance in the use of special medications, to monitor complex medical cases, and to be proactive to improve access to preventive health care resources.

b. Quarterly Monitoring

Contractor shall have face-to-face contact with any individual living in a community out-of-home settings (licensed community care facilities, health facilities, supported living and independent living settings, and adult family homes) and any individual who is conserved by the Director of DDS or the Director of the Regional Center, at least quarterly. These contacts shall be for the purpose of monitoring the health, safety and well-being of each individual, gathering information to assess the effectiveness of services provided to meet the individual's needs and monitoring progress in meeting identified goals.

c. Specialized Expertise

1) Contractor shall have, or contract for, all of the following:

- a) Criminal justice expertise to assist Contractor in providing services and support to consumers involved in the criminal justice system as a victim, defendant, inmate or parolee.
- b) Special education expertise to assist Contractor in providing advocacy and support to families seeking appropriate educational services from a school district.
- c) Family support expertise to assist Contractor in maximizing the effectiveness of support and services provided to families.
- d) Housing expertise to assist Contractor in accessing affordable housing for consumers in independent or supported living arrangements.

- e) Community integration expertise to assist consumers and families in accessing integrated services and supports and improved opportunities to participate in community life.
- 2) Contractor shall employ or contract for at least one consumer advocate who is a person with developmental disabilities.
- 3) Contractor shall hire, maintain, and designate one full-time equivalent federal program coordinator position, and shall ensure that the monies appropriated for this position will only be used for that purpose.
 - a) This position shall address issues pertaining to federally funded programs serving individuals with developmental disabilities as appropriate, including the HCBS Waiver.
 - b) In collaboration with the State, this position, when appropriate, shall seek increased FFP
- 4) Contractor shall hire to fulfill the following functions/positions:
 - a) Employment Specialist
 - b) Cultural Specialist
 - c) HCBS Waiver/New Federal Rule Program Evaluators
 - d) Emergency Coordinator
 - e) Deaf Services Specialist
 - f) Participant Choice Specialists in a quantity the Contractor is allocated out of the total of 63 positions funded by the State

d. Federal Programs Compliance Review

Contractor shall use funds budgeted for Federal Programs Compliance Review to establish, maintain, and implement an ongoing internal review process to ensure compliance with federal and state program requirements related to the HCBS Waiver, TCM, and the NHR programs. The internal review process shall assess Contractor's compliance with statutory/regulatory/contractual requirements in, at minimum, the following areas:

- HCBS Waiver eligibility certification/recertification
- Special incident reporting and risk management
- Consumer choice
- Provider Agreement Forms
- Notice of action
- Fair hearings
- IPPs/IFSPs
- Periodic and quarterly reviews of services and progress
- Quality assurance (quarterly reviews, corrective action plans, annual reviews of community care facilities)
- Service coordinator caseload ratios

- TCM documentation of activity and units
- NHR documentation of referrals and evaluations

Contractor shall use the results from the internal review as part of a continuous quality improvement process to enhance performance. The State shall develop and provide Contractor a self-evaluation protocol to assist Contractor in performing the internal review. The results of this internal review shall be made available to the State during the State’s monitoring visits.

- e. Contractor shall use funds allocated in the Budget Act of 2005 and each budget year thereafter for complying with the HCBS Waiver requirements solely for the specific purposes budgeted for the 2005-06 fiscal year and each fiscal year thereafter. The State may take any disciplinary action necessary in the event Contractor expends these allocated funds for any purpose other than for complying with these requirements.
- f. Using all funds allocated to the Contractor in accordance with the Settlement Agreement for Capitol People First, et al. v. Department of Developmental Services, et al, (hereafter referenced as Settlement Agreement) as originally authorized in the Budget Act of 2009 and as authorized in subsequent Budget Acts, Contractor shall provide service coordination on behalf of residents of Developmental Centers as set forth in the Settlement Agreement Section IV.A.1. Service coordination may be provided directly by the Contractor or through documented arrangements with another regional center. The Contractor shall make diligent efforts to participate in annual IPP meetings as agreed to in Section IV.A.3.of the Settlement Agreement. Nothing in this contract provision shall be construed to expand Contractor’s obligations pursuant to the Settlement Agreement beyond those expressly described in the Settlement Agreement. If any inconsistency exists between the terms of the Settlement Agreement and this contract provision, the terms of the Settlement Agreement shall prevail.

2. Caseload Ratios

- a. Contractor shall maintain service coordinator-to-consumer ratios as specified in W&I Code Section 4640.6, and FY 21-22 Budget funding to maintain a 1:40 caseload ratio for consumers in Caseload Ratio Reference Number 2.6, as follows:

Caseload Ratio Reference Number	Statutory Requirement or Targeted State Funding	Population	Service Coordinator-to-Consumer Ratio
2.1	WIC §4640.6(c)(4)	Complex needs as defined in WIC §4640.6(c)(4)	1:25

2.2	WIC §4640.6(c)(2)	Moved from a DC in the last 12 months	1:45
2.43	WIC §4640.6(c)(3)(B), adjusted for CPP Operations Funding caseload	Moved from a DC since April 14, 1993, and have lived continuously in the community for greater than 24 months	1:62
2.4	WIC §4640.6(c)(3)(A)	Age 3 and younger	1:62
2.5	WIC §4640.6(c)(3)(A)	Enrolled on the HCBS Waiver	1:62
2.6	FY 21-22 Budget	Low or no purchase of service	1:40
2.7	WIC §4640.6(c)(3)(C)	All others	1:66

- b. Service coordinators may have a mixed caseload consisting of consumers specified in Caseload Ratio Reference Numbers 2.1, 2.2, 2.43, 2.4, 2.5 and 2.7 if the overall average caseload is weighted proportionately to ensure that overall regional center average service coordinator-to-consumer ratios as specified in 2.1, 2.2, 2.43, 2.4, 2.5 and 2.7 are met. In no case shall a service coordinator for these consumers have an assigned caseload in excess of 84 for more than 60 days.
- c. For purposes of this contract requirement, "service coordinator" means a regional center employee whose primary responsibility includes preparing, implementing, and monitoring consumers' IPPs, securing and coordinating consumer services and supports, and providing placement and monitoring activities.
- d. For purposes of this contract requirement, low purchase of service for a consumer is defined as less than \$2000 in the prior fiscal year. The 1:40 caseload ratio shall be maintained based on the State's allocation of positions to Contractor.
- e. One or more of the requirements of this subsection shall not apply if the regional center has a waiver approved pursuant to W&I Code Section 4640.6(h).

3. Reporting

Contractor shall provide service coordinator caseload data, as of March 1, to the State annually by March 10. The data shall be submitted in a format prescribed by the State that shall meet, but not exceed, the data collection requirements imposed by W&I Code Section 4640.6(e). In FY 21-22 only, Contractor shall provide service coordinator caseload data, as of February 1, 2022, to the State by February 10, 2022. In FY 22-23, Contractor shall also provide service coordinator caseload data, as of October 1, to the State by October 10, pursuant to W&I Code Section 4640.6(g).

ARTICLE X: ADDITIONAL PROVISIONS

The following is Special Contract Language (SCL) executed between the State and Contractor, and is intended to address continued concerns and deficiencies identified at the North Los Angeles County Regional Center (regional center). To remedy these deficiencies, Contractor agrees to comply with the below special contract terms as authorized by Welfare and Institutions Code section 4635 (b). The State requires Contractor to sustain the SCL, and to keep the State informed of progress on established goals and practices. This SCL is executed for this purpose.

I. Retention of Consulting Services to Assess Current Regional Center Operations and Provide Support for Future Operations

Contractor agrees to the following terms to remedy deficiencies pertaining to its regional center operations, stability, and staff development:

A. Retention of Consulting Services. By July 12, 2024, Contractor shall retain and enter into an agreement with the Columbus Organization for the purpose of providing consultation (consulting service) on workforce development, improving staff morale, stability of the executive team, developing appropriate boundaries between the regional center's Board of Directors (Board) and staff, strengthening the relationship between regional center executive staff, regional center staff, and the Board, ensuring delivery of services, providing training, and ensuring effective governance of the regional center.

B. Evaluation of Current and Ongoing Operations. Contractor shall work with the consulting service to assess the regional center's operational infrastructure, processes for how decisions are made by regional center management, implementation of the Lanterman Developmental Disabilities Services Act (Lanterman Act), workforce deficits, and commitment to the success of the organization. This includes, but is not limited to, evaluating policies and procedures, communication systems, complaint processes, training, and regional center executive staff versus Board roles and responsibilities. Contractor will work with the consulting service to develop a plan regarding assessment and proposed remediation of operational infrastructure issues within 90 days from when the consulting service is retained.

C. Assessment of Delivery of Regional Center Services. Contractor shall work with the consulting service in order to comply with the delivery of case management services by the regional center consistent with the requirements of the Lanterman Act. Contractor will work with the consulting service to establish strategies and measures to include, but not limited to, caseload ratios are significantly reduced and progress is made towards statutory compliance, ensuring case management activities align between staff duty statements/job descriptions, and that Lanterman Act values and requirements are being met. Contractor shall work collaboratively with the consulting service to assess the regional center's operations by utilizing measurable data points and other information needed to achieve progress and intended outcomes. Data points are to include, but are not limited to, monthly data on service coordinator to consumer caseload ratios, workforce hiring and retention, compliance with Early Start and Lanterman Act intake and assessment timeline requirements, completion of IPPs as statutorily required, timely authorizations for services, and vendor payment timelines.

Contractor will work with the consulting service to develop a plan regarding assessment and proposed remediation of regional center operational issues using measurable data points within 60 days from when the consulting service is retained.

II. Board Governance

Contractor agrees to have independent legal counsel to provide regular advice on Board governance, Board member conduct, assist with Board training, and assist with a review, and as necessary development and/or modification of Board policies.

Contractor's choice of legal counsel must be approved by the State. Contractor must provide the State with its proposed legal counsel within 30 days of execution of this Article. All training material prepared by legal counsel shall be submitted to the State for review and approval at least 14 days prior to the beginning of any training. All modification or formation of Board policies must be provided to the State for review and approval at least 14 days prior to implementation of any change.

Contractor also agrees to work with the State's Technical Assistance Team, which will provide technical assistance to the Board on various matters, including but not limited to: Board agenda and packets, training, governance questions, and compliance with the terms outlined in this Article as it pertains to Board specific requirements.

A. Legal Counsel and Contractor Requirements.

1. Review of Bylaws. Contractor and its legal counsel must review, and if necessary, revise Contractor's current bylaws, including any amendments to the Board's bylaws, to comport with current federal and state laws. Contractor shall ensure special attention is given to updating the portion of its bylaws that pertain to the composition and purpose of all Board members and Board committees. This above review and proposed revisions shall occur as promptly as possible, but no later than 180 days of execution of this Article. Once updated and revised, Contractor shall provide a copy of the updated bylaws to the State for review. The State shall be allowed to provide technical assistance on the updated bylaws prior to presentation and adoption by the Board. Once the updated bylaws are approved by the Board, Contractor is required to post the updated bylaws in a conspicuous location on its public website and describe the changes made to the bylaws.

2. Board Meeting Attendance. Contractor's legal counsel must attend, either in person or virtually, every monthly, annual, and special Board meeting to ensure that all meetings are conducted in accordance with applicable state and federal laws and the Contractor's bylaws. Board Members must make every effort to attend all required monthly, annual, and special Board and committee meetings in accordance with the Contractor's bylaws. Where a majority of the Board is present in person for a meeting, the Board's counsel shall be present in-person as well.

3. Board Meeting Packets. The Board shall work with the consulting service and the Boards legal counsel to ensure Board meeting packets are transparent, accessible, and that Board meeting documents are posted timely. The Board shall work with the consulting service to create a process for preparing agendas and ensuring materials are properly prepared and ready for timely distribution. The Board shall work with the consulting service to provide tailored assistance to all Board members so that they can effectively participate in meetings and review necessary materials, including the Board meeting packets.

B. Board Training.

1. Training for Board Members. Contractor and its legal counsel are required to develop a comprehensive, annual training plan for all individuals serving on the Board. The Board training plan shall include a training schedule, which must be submitted to the State for approval, as set forth in Article VII, Section 11 of this Contract. In addition, the training plan shall include training materials for the Board, which must be provided to the State for approval at least 90 days prior to the scheduled training. The training materials must encompass at least all the following topics: (1) overview of the current contract, including SCL, between Contractor and the State; (2) the Board's role and its responsibilities under the Lanterman Act; (3) the code of conduct or civility policy; (4) the state and federal laws applicable to operating a non-profit corporation; (5) maintaining appropriate boundaries between the role of Board and regional center staff; and (6) best practices related to Board governance, including but not limited to the Executive Director's role and responsibilities and the Board's role in providing goals for and oversight of the Executive Director, the composition and purpose of each board committee, distinctions between open and closed meetings, a code of ethics, conflict of interest requirements, community relations, and best practices related to fiscal oversight and accountability by a Board of Directors.

a. Every Board member is required to attend each training or make-up session.

b. Contractor is required to create and post on its website an attendance record for each training or make-up session and provide a copy to the State within 10 business days after each session is completed.

C. Board Policy and Procedures.

1. Review and Development of Board Policies and Procedures.

Contractor and its legal counsel are required to review all existing Board policies within 120 days after execution of this Article. Contractor must also provide the State with copies of the Board policies within this 120 days. If revisions and/or updates to Board policies are required, Contractor shall provide the State with copies of proposed revisions for review and approval before any Board policy is updated or enacted. Contractor must specifically develop new and/or amended Board policies and procedures, on at least the following topics: (1) Board governance; (2) the roles and responsibilities of the Board and each Board member, including a code of conduct or civility policy among and between Board members, regional center staff, and regional center consumers and families; (3) training requirements; (4) Board member recruitment, application and selection process; (5) requirements for Board spending and processes for execution of Operations-related contracts; (6) the respective roles of the Board, Board committees, and the Executive Director of the regional center; (7) whistleblower complaints; (8) anti-retaliation, and (9) conflicts of interest. All policies and procedures developed must comply with current state or federal laws and the Contractor's bylaws. The State may provide input and recommendations on the proposed policies and procedures prior to approval by the Board, except for the POS policy that is required under Welfare and Institutions Code section 4434 (d) to be approved by the State. Specifically, the Board's policies and procedures shall include or address the following matters:

a. *Board Governance and Roles and Responsibilities.* The policies and procedures shall set forth the roles and responsibilities of both the Board and the individual Board of Directors, including participation in Board committees. The policies must address the Board's legal duties of care, loyalty, and fiduciary obligations to the regional center as well as the statutory and contractual obligations specific to regional center boards. Contractor must also establish written duty statements and requirements of each Board position and committee.

b. *Board Code of Conduct or Civility Policy.* The policies and procedures shall set forth, with specificity, the Board's code of conduct policy and expectations, which must include an outline of steps and actions to be taken for violations of the Code of Conduct or Civility Policy.

c. *Board Training.* A policy and procedure mandating annual training requirements for each individual serving on the Board to be completed each calendar year. The training topics shall at least be those set forth under section II.B.1.

d. *Board Membership, Application Process, and Recruitment.* Policies and procedures pertaining to Board membership, recruitment, and selection shall comply with the Lanterman Act, including but not limited to Welfare and Institutions Code section 4622, which lists specific regional center board criteria. In addition, the policies and procedures must detail the recruitment, application and interview process to fill board vacancies.

e. *Board Spending and Contracts.* The policies and procedures must, at a minimum, address Board spending and set forth specific processes for obtaining approval of any Board spending and/or the execution of Board contracts through Operations funding. For Board spending or contracts that the Board seeks to incur or enter into prior to the implementation and approval of a Board Spending and Contracts policy, said expenses and/or contracts must be presented to the State for approval no less than two weeks prior to the requested spending date (or entry into a contract if the Board seeks approval of a contract).

f. *Board/Executive Director Relationship.* The policies and procedures must, at a minimum, outline: (1) the Board's authority on oversight of the regional center pursuant to the Lanterman Act and non-profit corporation state law; (2) the responsibilities that the Board intends to delegate to the Executive Director in providing leadership and administration of regional center programs and services; (3) how the Board will support the Executive Director in the performance of their duties; and (4) how the Board will monitor and review the Executive Director's performance, provide compensation and benefits, and with what frequency.

g. *Whistleblower Complaints.* The policies and procedures regarding whistleblower complaints must be reviewed and revised to ensure compliance with applicable state and federal laws, and this Contract.

h. *Anti-Retaliation.* The policies and procedures prohibiting retaliation shall set forth the expectation and entitlement of an environment free of retaliation, protections for individuals who bring forward complaints to be free of retaliation, and steps taken to address allegations of retaliation.

i. *Conflicts of Interest.* The policies and procedures regarding conflicts of interest must be reviewed and revised to ensure compliance with applicable state and federal laws, and this Contract. The conflicts of interest policy shall outline both financial and non-financial conflicts of interest. The conflicts of interest policy shall also outline Board expectations to act in the best interests of the regional center and its consumers without regard to the interests of any other organization or persons to whom they are related or associated with.

D. Board of Directors Recruitment.

Contractor and its legal counsel, and if necessary, the consulting service, shall prepare a Board of Directors recruitment plan that complies with Contractor's bylaws.

1. Contractor is required to develop a formal recruitment plan and provide it to the State for approval within 120 days of the execution of this Article.

2. The recruitment plan must:

a. Include an assessment of the Board's current composition,
and

b. Identify desirable characteristics of new Board members based on that assessment, explicit search strategies as well as the interview and vetting process (e.g., timelines for interviews, interview panel, interview questions, ensuring no conflict of interest, etc.) and timelines for seating and onboarding new Board members.

E. Board of Directors Onboarding Plan.

To ensure that the Board and its committees have a clear understanding of roles and responsibilities, as well as to ensure support for healthy Board transitions in between Board terms, Contractor shall work with its independent legal counsel and the consulting service to develop a Board Onboarding Plan. All individuals serving on the Board, including the Executive Committee and Board committee members, shall receive onboarding following implementation of the Board Onboarding Plan, regardless of their role or tenure. The above-mentioned Onboarding Plan must be submitted to the State for review and approval within 120 days following execution of this Article.

III. Workforce Development

A. Plan of Action for Personnel and Workplace Requirements. The State is informed that Contractor has experienced high turnover for its Human Resources Director position. Contractor has not been successful in hiring and retaining service coordination staff resulting in extraordinarily high caseload ratios. High service coordinator to consumer ratios has a direct impact on staff's ability to support consumers and families. Contractor shall take the following steps to address workforce and workplace stability at the regional center:

1. Retains employment law counsel, or a human resources specialist, either of which must be approved by the State, to review all of the regional center's employment policies and procedures, to conduct and/or facilitate staff training, and to ensure current compliance with all state and federal laws.

2. With the support of the consulting service, execute the review, updating, or development of the regional center's employment policies and procedures to improve workplace culture, morale, and maintain a workplace environment that is free from discrimination and harassment. Contractor must ensure that the regional center develops, reviews, or revises its code of conduct and non-retaliation policies to allow transparency and submission of complaints to Human Resources without fear of reprisal.

3. With the support of the consulting service, develop a comprehensive plan for how the regional center will hire and retain sufficient service coordination staff to significantly reduce caseload ratios for all age groups.

Contractor shall submit its plan for workforce development to the State within 90 days of executing this Article describing how it plans to remediate the issues.

IV. Regional Center Culture and Community Relations

A. Enhancing Regional Center Culture. The State has identified serious concerns within the culture of the regional center. The State has been informed of community complaints regarding perceived Board insensitivity and unprofessional conduct, resentment and mistrust between the Board and regional center staff, and animosity among staff due to high caseloads and insufficient support by the Board and management. Contractor shall take immediate action to assess and remediate the culture within the regional center and with its stakeholders to reinforce that the regional center's mission, vision, and actions are aligned with the principles of the Lanterman Act and instilled throughout the organization and its community.

B. Plan of Action Requirements to Improve Community Relationships. Contractor must take swift action to address and remediate the culture within the regional center which has a perception that employees are discouraged from raising issues. Contractor must take action to promote respect by the Board toward regional center staff. Contractor must also take swift action to improve its relationship with the community, address and remediate the Board's relationship and communication with their stakeholders, such as the individuals served and their families, service providers and community members. Contractor shall develop a plan of action to identify issues and concerns and promote open communication. Contractor shall take steps to create a culture of professionalism throughout the regional center. At a minimum, Contractor shall develop a plan of action that includes the following:

1. Dissemination of board and regional center information;
2. Clear vision and values that are identified and communicated throughout the regional center;
3. Measurable goals and practices that support the vision and values of the regional center. Practices shall include general guidance pertaining to Board advocacy activities on behalf of regional center consumers;
4. Public relations plan;
5. Vendor and community trainings; and
6. Community engagement and stakeholder meetings.

Contractor shall submit to the State, for review and approval, its plan regarding improving community relationships to the State within no later than 120 days of executing this Article describing how it plans to remediate the issues.

C. Fiscal Management. Contractor is responsible for ensuring the integrity of the financial operations of the regional center and Board expenditures through use of the Operations budget, including accountability, reporting of revenues and expenditures, and carrying out its programs and functions in a fiscally responsible manner. Until such time Contractor demonstrates successful implementation of the financial objectives, annual fiscal audits shall be conducted by the State.

V. Executive Director Onboarding

A. Contractor Requirements. In onboarding a permanent Executive Director for the regional center, Contractor shall:

1. Develop a formal Orientation and Onboarding Plan for the incoming Executive Director, with the assistance of the consulting service, to ensure support for and development of a healthy leadership transition.
2. The above-mentioned Orientation and Onboarding Plan for the incoming Executive Director shall be submitted to the State for review and approval within 30 days from when the consulting service is retained. The State shall be permitted to provide its input on the plan after submission and prior to implementation.

VI. Regional Center Complaints

A. Contractor shall provide the State every 30 days starting the effective date of this Article, a report of whistleblower complaints received under Contractor's Whistleblower Policy (Regional Center Whistleblower for Vendors, Contractors and Others). This report shall contain, at a minimum, the following information for each complaint submitted: (1) Date complaint received; (2) Complainant type, if known, for whistleblower complaints (e.g., regional center staff, service provider, community member, etc.); (3) Date acknowledgement of receipt was sent to complainant; (4) Nature of complaint; (5) Details of investigation; (6) Results of investigation; and (7) Corrective action taken, if applicable.

VII. State Meetings

A. Contractor shall meet with the State at the State's request to assess Contractor progress in addressing identified performance issues and complying with the terms of this Article. The State may, at its discretion, schedule meetings more or less frequently than every 90 days and/or require Contractor to provide written updates.

HOME AND COMMUNITY-BASED SERVICES WAIVER REGIONAL CENTER FISCAL AGENT RESPONSIBILITIES

1. BACKGROUND

The Department of Health Care Services (hereinafter referred to as DHCS) is the single California agency responsible for administering the California Medical Assistance Program (hereinafter referred to as Medi-Cal), for which federal grants in aid are received pursuant to Title XIX of the federal Social Security Act (hereinafter referred to as Medicaid).

The Department of Developmental Services (hereinafter referred to as Department) is responsible for providing services to persons with developmental disabilities under the Lanterman Developmental Disabilities Services Act, California Welfare and Institutions Code, Section 4500 et seq.

Section 1915(c) of the federal Social Security Act provides for home and community based services as a benefit of the Medicaid program, subject to approval by the Department of Health and Human Services (hereinafter referred to as DHHS) thereby enabling Title XIX coverage of home and community based services for persons with developmental disabilities.

The Department has entered into a contract with DHCS under which the Department shall act as the fiscal agent for Medi-Cal payments and related systems for administering home and community-based services for persons with developmental disabilities.

Contractor is one of 21 private non-profit, locally based agencies under contract with the Department to obtain services for persons with developmental disabilities including home and community-based services.

2. CONTRACT PRACTICES

For the purposes of this contract, the Department and Contractor agree to conform to the requirements of 45 CFR Appendix II to Part 75 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards and to the requirements of the DHHS approved Home and Community-Based Services Waiver (Medicaid Waiver) Program.

3. SUBCONTRACTS

Contractor agrees that contracts, other than small purchases contracts, shall contain provisions or conditions which allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

4. POPULATION COVERED BY THIS CONTRACT

The population covered by this exhibit are those Medi-Cal eligible persons who qualify for participation in the Medicaid Waiver Program and/or who would be eligible for Medi-Cal due to eligibility for the Medicaid Waiver Program and those who are enrolled in the Medicaid Waiver Program.

5. PROCEDURES FOR ENROLLMENT AND RE-ENROLLMENT

Contractor shall adhere to the enrollment and re-enrollment assurances and procedures as specified in the Medicaid Waiver Program. All participants shall meet the appropriate level of care criteria, shall sign the federally required "Consumer choice of services/living arrangement statement" (form DS 2200); shall have a choice among qualified providers; shall be notified of their right to a fair hearing if choice is denied; services are reduced and Medicaid Waiver Program eligibility is terminated unless the consumer voluntarily disenrolls from the Medicaid Waiver Program; and, shall have a written plan of care which addresses the health, safety, and well-being of the individual participant in a community setting.

Contractor shall maximize federal financial participation by identifying and enrolling all eligible persons, unless the operations (OPS) costs of enrollment exceed the reimbursement to the State of California as determined by a formula which is mutually agreed to by the State and the ARCA. Any child who would become eligible for Medi-Cal benefits through institutional deeming shall be enrolled. Contractor shall redetermine the eligibility of persons enrolled in the Title XIX Home and Community-Based Services Waiver Program (Medicaid Waiver) annually. In consideration for such enrollment and redetermination, the Department shall, in addition to all other allocations, allocate in Contractor's preliminary operations budget their proportionate share of the full amount budgeted for this purpose. The Department and Contractor shall mutually agree to the amount of federal reimbursement that shall be used for the contract budget summary.

Contractor shall implement the mutually agreed to procedures for the administration of the Medicaid Waiver Program. Modifications to the existing procedures shall be mutually agreed to by the Department and ARCA and approved by DHCS.

6. SERVICES TO BE PROVIDED

The written plan of care prepared for each Medicaid Waiver participant shall prescribe the amount, duration and scope of services necessary to safely maintain the participant in the community rather than an institution. The written plan of care shall be in accordance with the requirements set forth in the DHHS approved home and community-based services waiver and tailored to meet the specific needs of each individual participant to ensure the person's health and well-being.

7. THIRD PARTY LIABILITY RESPONSIBILITIES

In compliance with 42 CFR Chapter IV, Part 433, Subpart D-Third Party Liability, Contractor shall perform the activities required by the Department.

8. HOME AND COMMUNITY-BASED SERVICES WAIVER APPROVAL TERMINATION

This exhibit shall continue so long as CMS approves the Medicaid Waiver Program or until the agreement between DHCS and the Department upon which this exhibit is based is terminated.

9. PAYMENT TO PROVIDERS

The Contractor and the Department agree that payment to providers of home and community-based waiver services shall be made in accordance with 42 CFR Chapter IV, Part 447.

10. NONCOMPETITIVE NEGOTIATION JUSTIFICATION

The Contractor and the Department agree that this exhibit is consistent with CFR Subtitle A, Subchapter A - General Administration, Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Subpart D - Post Federal Award Requirements, Procurement Standards, Section 75.328 - Competition for the following reasons:

- a. The California Legislature has found that, "the service provided to individuals and their families by regional centers is of such a special and unique nature that it cannot be satisfactorily provided by state agencies" (W&I Code Section 4620).

- b. The Legislature has mandated that the Department contract only with private non-profit community agencies which meet the criteria of W&I Code Section 4620 et seq. for the purpose of operating regional centers.
- c. The Legislature requires that contracts between the Department and regional centers specify the service areas to be served thereby resulting in one regional center per service area (W&I Code, Section 4640).

EARLY START STATEMENT OF ASSURANCES

July 1, 2014

1. PURPOSE

This exhibit sets forth the terms and conditions under which the Contractor shall administer the Early Start Program activities.

2. EARLY START REPORT

Contractor agrees to prepare and submit Early Start Reports for all children under age three in accordance with reporting instructions distributed by the State.

3. USE OF PART C FUNDS

Funds received under Part C will only be used in support of the Early Start Program.

4. ACCOUNTING PROCEDURES

Part C funds will not be commingled with regional center general funds, and fiscal control and fund accounting procedures will be followed as may be necessary to assure proper disbursement of, and accounting for the Part C funds.

5. FEDERAL SINGLE AUDIT ACT

Contractor agrees to comply with the federal Single Audit Act requirements.

6. EARLY START PROGRAM COMPLIANCE

Contractor agrees the Early Start Program is in compliance with the provisions of Part C of the Individuals with Disabilities Education Act (20 USC Section 1471 et. seq.) its implementing regulations (34 CFR Part 303), the Education Department General Regulations (EDGAR) as specified in 34 CFR Section 303.5, and the California Government Code, Title 14, Section 95000 et. seq. and Title 17 California Code of Regulations, Section 52000 et. seq. Contractor agrees to provide appropriate early intervention services, as defined under 34 CFR 303.13 and delineated on the individualized family service plan in accordance with 17 CCR 52108 (a)(1) to eligible children and families at no cost.

7. PAYROLL RECORDS

Contractor agrees to maintain payroll records which identify personnel employed in the Early Start Program and make the records available for review by the States' monitoring staff pursuant to 34 CFR Section 303.501.

CFDA Title: Infant and Toddlers with Disabilities

CFDA Number: 84.181A

Award Name: Annual State Application Under Part C of the Individuals with Disabilities Education Act as Amended in 2004, Federal Fiscal Year 2006

Federal Agency Name: Office of Special Education Programs, United States
Department of Education

**Community Placement Plan and Community Resource Development Plan
Statement of Assurances**

1. Community Placement Plan and Community Resource Development Plan

Contractor shall develop and submit an approved Community Placement Plan and Community Resource Development Plan in accordance with W&I Code Sections 4418.25, and 4418.3; and consistent with W&I Code Sections 4418.7, 4519 and 4648. Contractor's Community Placement Plan and Community Resource Development Plan shall, where appropriate, include budget requests for regional center operations, consumer assessments, resource development, deflections and ongoing placement costs.

2. Dedicated Funding

- a. Contractor shall use funds allocated for the regional center's approved Community Placement Plan and Community Resource Development Plan only for the purposes allocated and in compliance with the State's Community Placement Plan and Community Resource Development Plan and Housing Guidelines. Funds will be allocated through the following categories: Operations, Purchase of Service Placement, Purchase of Service Deflection, Purchase of Service Assessment, and Purchase of Service Start Up. The State shall reduce the contract in the amount of any unspent funds allocated for the Community Placement Plan and Community Resource Development Plan that are not used for that purpose. Any unspent funds shall revert to the General Fund State or be transferred to another regional center for Community Placement Plan and Community Resource Development Plan activities. All changes to the approved ~~CPP~~ Community Placement Plan and Community Resource Development Plan allocation must be approved in writing by the Department.
- b. Within 30 days of the enactment of the budget, the State shall notify Contractor of any changes to Contractor's approved Community Placement Plan and Community Resource Development Plan.

3. Reports

Contractor agrees to report, as required by the State, on the status and outcomes of their plans at a minimum of quarterly.

4. Accounting Procedures

Contractor shall submit a detailed quarterly claim; this claim form shall be mutually agreed to by ARCA and the State.

Statement of Assurances for Protection of Protected Health Information

Health Insurance Portability and Accountability Act (HIPAA) Health Information Technology for Economic and Clinical Health (HITECH)

1. Background

The terms of this Agreement are intended to create a business associate relationship between the contracting parties (collectively, “Contractor” and “DDS”) as required under the Health Insurance Portability and Accountability Act (“HIPAA”), codified in Title 42 of the United States Code, Section 1320d *et seq.* and its implementing law and regulations such as the Health Information Technology for Economic and Clinical Health Act of 2009, (Public Law 111-005, Title XIII, Subtitle D, Section 13400 *et seq.*, Feb. 17, 2009) (“HITECH Act”), and Title 45 of the Code of Federal Regulations (“CFR”) Parts 160 and 164 (“HIPAA Regulations”).

Since a business associate relationship is created by this Agreement and protected health information (“PHI”), as defined in Section 3 herein, may be exchanged, created, received, maintained, used and/or disclosed to Contractor, Contractor agrees to comply with all applicable requirements of HIPAA, HIPAA Regulations, and the HITECH Act which pertain to the privacy and security of PHI.

In addition, HIPAA’s preemption exception under Title 45 of the Code of Federal Regulations Section 160.203 requires state law to apply if state law is more stringent in protecting PHI. Accordingly, the intent of the parties is that Contractor shall comply with the applicable requirements of California law governing the exchange, creation, dissemination, maintenance, use or disclosure of PHI that exceeds the requirements of HIPAA, the HITECH Act, and HIPAA Regulations.

2. Recitals

- A. DDS wishes to disclose to Contractor and/or wishes for the Contractor to receive certain information pursuant to the terms of this Agreement, some of which may constitute PHI.
- B. As set forth in this Agreement Contractor is the “Business Associate”, as defined in Section 3 herein, of DDS that provides services, arranges, performs or assists in the performance of functions or activities on behalf of DDS and creates, receives, maintains, transmits, uses or discloses PHI.
- C. DDS and Contractor desire to protect the privacy and provide the security of PHI created, received, maintained, transmitted, used, or disclosed pursuant to this Agreement, in compliance with HIPAA, the HITECH Act, HIPPA Regulations, and any more stringent applicable state law protecting PHI.

Now, therefore, the parties agree as follows:

3. Definitions

- A. **Accounting** – “Accounting” means Contractor’s accounting of PHI disclosures to an individual upon his or her request in accordance with 45 CFR § 164.528, subject to the exceptions listed therein. As stated in 45 CFR § 164.528(b) an accounting includes the date of disclosure, the name of the entity or person who received the PHI and, if known, the address of such entity or person, a brief description of the PHI disclosed, and a brief statement of the purpose of disclosure or copy of a written request for disclosure by the Secretary, as defined herein, or by an entity or person permitted under 45 CFR § 164.512.
- B. **Breach or Breaches** – “Breach” or “Breaches” have the same meaning of the term “breach” defined under 45 CFR § 164.402, which is the acquisition, access, use or disclosure of PHI in a manner not permitted under Title 45 of the Code of Federal Regulations Part 164, Subpart E, that compromises the security or privacy of PHI, subject to the breach exclusions listed therein.
- C. **Business associate** – “Business Associate” has the same meaning of the term “business associate” defined in 45 CFR § 160.103, which means an entity or person on behalf of a covered entity who creates, receives, maintains or transmits PHI by conducting services including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, financial services, claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, patient safety activities benefit management, practice management and/or repricing. “Business associate” also refers to Contractor who is a party to this Agreement.
- D. **Covered entity** – “Covered Entity” has the same meaning of the term “covered entity” defined in 45 CFR § 160.103, which means a health plan, health clearinghouse or healthcare provider. Covered entity also refers to DDS who is a party to this Agreement.
- E. **Designated record set** – “Designated record set” has the same meaning of the term “designated record set” defined in 45 CFR § 164.501, which is a group of records that contains PHI and is maintained by or for a covered entity. The designated record set includes medical records and billing records, enrollment, payment, claims adjudication and case/medical management record systems, and/or records used, in whole or part, to make decisions about individuals.
- F. **Disclosure** – “Disclosure” has the same meaning of the term “disclosure” defined in 45 CFR § 160.103, which is the release, transfer, provision of access to, or divulging in any manner of information outside the entity holding the information.
- G. **Discovery** – “Discovery” has the same meaning of “Breaches treated as discovered” under 45 CFR § 164.410. Under Section 164.410, a breach shall be treated as discovered by a business associate on the first day on which such breach is known, or by exercising reasonable diligence would have been known by the business associate, including its employees or agents.
- H. **Electronic PHI** – “Electronic PHI” is protected health information in an electronic form.

- I. **Encryption** – “Encryption” has the same meaning of the term “encryption” defined in 45 CFR § 164.304, which is the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.
- J. **Harmful effect** – “Harmful effect” means a negative effect of using or disclosing PHI known to the covered entity or business associate that would violate HIPAA, HITECH Act, HIPAA Regulations as set forth in 45 CFR § 164.530(f), or any more stringent applicable state law protecting PHI.
- K. **Health care operations** – “Health care operations” has the same meaning of the term “health care operations” defined in 45 CFR § 164.501. Under Section 164.501, health care operations includes conducting quality assessment and improvement activities, outcomes evaluation, development of clinical guidelines, patient safety activities, population-based activities relating to improving health, protocol development, case management and care coordination, reviewing competence and qualifications of health care professionals not involving treatment, evaluating provider/vendor performance, conducting training programs for students, trainees or practitioners in the area of health care to improve skills, training of non-health care professionals, accreditation, certification, licensing or credentialing activities, underwriting and enrollment relating to creation, renewal or replacement of health insurance or benefits, medical review, legal services, auditing functions, business planning and development, business management and general administrative activities such as implementation and compliance with HIPAA, HITECH Act, and HIPAA Regulations, customer service, resolution of internal grievances, the creation of de-identified health information or a limited data set, and/or fundraising for the benefit of the business associate.
- L. **Individual or Individuals** – “Individual” or “individuals” have the same meaning of the term “individual” defined in 45 CFR § 160.103, which is the person who is the subject of PHI.
- M. **Lanterman Act** – The “Lanterman Act” means the Lanterman Developmental Disabilities Services Act codified in California Welfare and Institutions Code Sections 4500, *et seq.*
- N. **Minimum necessary** – “Minimum necessary” means the “minimum necessary” standard set forth in 45 CFR § 164.502, which requires covered entities and business associates to make reasonable efforts to limit the use or disclosure of PHI to accomplish the intended purpose of the use, disclosure or request, subject to the exceptions set forth therein.
- O. **Notice of Privacy Practices** – “Notice of Privacy Practices” means the required notice under 45 CFR § 164.520 provided to individuals by a covered entity regarding the use and disclosure of PHI that may be made by the covered entity, and the individual’s rights and covered entity’s legal duties with respect to PHI.
- P. **PHI or protected health information** – “PHI” or “protected health information” have the same meaning of the term “individually identifiable health information” as defined in 45 CFR § 160.103. Under Section 160.103 individual identifiable health information is information that is created or received by a covered entity or business associate that relates to the past, present, or future physical or mental health of an individual; or the past, present, or future payment for the provision of health care to the individual. In addition, the information must identify the

individual or there must be a reasonable basis to believe the information may be used to identify the individual.

- Q. **Required by law** – “Required by law” has the same meaning of the term “required by law” defined in 45 CFR § 164.103, which is a mandate contained in law that compels an entity to make a use or disclosure of PHI and that is enforceable in a court of law.
- R. **Safeguards** – “Safeguards” referenced herein collectively means the required “administrative safeguards” defined in 45 CFR § 164.308, “physical safeguards” defined in 45 CFR § 164.310, and “technical safeguards” defined in 45 CFR § 164.312.
- 1) Under 45 CFR § 164.308 “administrative safeguards” is the implementation of policies and procedures to prevent, detect, contain and correct security violations.
 - 2) Under 45 CFR § 164.310 “physical safeguards” is the implementation of policies and procedures to limit physical access to electronic information systems and the facility or facilities in which PHI is maintained, while ensuring proper authorized access to PHI.
 - 3) Under 45 CFR § 164.312 “technical safeguards” is the implementation of policies and procedures for electronic information systems that maintain electronic PHI to allow access only to those persons or software programs that have been granted access rights specified in 45 CFR § 164.308(a)(4).
- S. **Secretary** – “Secretary” means the Secretary of the United States Department of Health and Human Services.
- T. **Security Incident** – “Security incident” has the same meaning of the term “security incident” defined in 45 CFR § 164.304, which is the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.
- U. **Subcontractor or Agent** – “Subcontractor” or “agent” have the same meaning of the term “subcontractor” defined in 45 CFR § 164.10, which is a person to whom a business associate delegates a function, activity or service, other than in the capacity of a member of the workforce of such business associate.
- V. **Unsecured PHI** – “Unsecured PHI” has the same meaning of “unsecured protected health information” defined in 45 CFR § 164.402, and it is PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of technology and methodology specified by the Secretary in the guidance issued under section 13402(h)(2) of Public Law 111-5.
- W. **Use or usage** – “Use” or “usage” have the same meaning of the term “use” defined in 45 CFR § 160.103, which is the sharing, employment, application, utilization, examination, or analysis of PHI within an entity that maintains such information.

4. Permitted Uses and Disclosures of PHI by Business Associate

- A. **Usage Permitted by This Agreement and HIPAA.** Contractor may use or disclose PHI only to perform functions, activities or services for, or on behalf of the DDS as specified in this Agreement, provided that such use or disclosure does not violate HIPAA, HIPAA Regulations, the HITECH Act, and any more

stringent applicable state law protecting PHI. The use and disclosure of PHI may not be more expansive than applicable to DDS as the “Covered Entity” under 45 CFR Part 164. (45 CFR § 164.504(e)(2)(i)).

- B. **Usage for Legal, Management and Administrative.** In accordance with 45 CFR § 164.504(e)(4), Contractor may disclose PHI if necessary, for the legal, management, or administrative purposes of Contractor. In disclosing PHI, Contractor’s disclosure must be required by law, or the Contractor must obtain reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Contractor of any instances of which it is aware in which the confidentiality of the information has been breached.
- C. **Minimum Necessary.** Contractor shall comply with the requirements under 45 CFR § 164.502(b) to only request, use, and disclose the minimum PHI necessary to accomplish the intended purpose of the request, use or disclosure.
- D. **Access.** Contractor shall provide access, at the request of DDS, and in the time and manner designated by DDS, to PHI in a designated record set to DDS or, as directed by DDS, to an individual in order to meet the requirements of 45 CFR § 164.524 and 45 CFR § 164.504(e)(2)(ii)(E) regarding an individual’s right to access PHI.
- 1) If Contractor maintains electronic PHI, and an individual requests a copy of his or her PHI in an electronic format, Contractor shall provide such information in an electronic format to enable DDS to fulfill its obligations under the HITECH Act, including but not limited to 42 USC § 17935(e).
- E. **Nondisclosure.** In accordance with 45 CFR § 164.504(e)(2)(ii)(A), Contractor shall not use or further disclose PHI other than as permitted or required by this Agreement, or as required by law.
- F. **Amendments.** In accordance with 45 CFR § 164.526(a) and 45 CFR § 164.504(e)(2)(ii)(F), Contractor shall make any amendment(s) to PHI in a designated record set that DDS directs or agrees to and in the time and manner designated by DDS, or at the request of an individual. Individual requests for amendment(s) are subject to the right of Contractor to exercise denial under 45 CFR § 164.526(a)(2) and under the Lanterman Act. Contractor shall ensure the amendment/s are incorporated into the PHI in accordance with 45 CFR § 164.526.
- G. **Accounting.** Contractor shall provide an accounting of disclosures of PHI to an individual for the six years prior to the date of the individual’s request, in accordance with 45 CFR § 164.528 (a)(1), subject to the exceptions listed therein.

5. Uses and Disclosures Not Provided for by this Agreement

- A. **Mitigation.** In accordance with 45 CFR § 164.530 (f), Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI in violation of the requirements of this Agreement.
- B. **Requests to Restrict PHI.** Contractor shall not disclose PHI about an individual to a health plan for payment or health care operations purposes if PHI pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full and the individual requests such restriction, in accordance with 42 USC § 17935(a) and 45 CFR 164.522(a).
- C. **No Remuneration Without Written Consent.** In accordance with 42 USC § 17935(d)(1) Contractor shall not directly or indirectly receive remuneration in exchange for PHI, except with the prior written consent of DDS and a valid HIPAA authorization under 45 CFR § 164.508.

6. Safeguarding Protected Health Information

- A. In accordance with 45 CFR § 164.504(e)(2)(ii)(B) and 45 CFR Part 164, Subpart C, Contractor shall use appropriate safeguards to prevent use or disclosure of PHI, except as provided in this Agreement or as required by law.
- B. In accordance with 45 CFR Part 164, Subpart C and 45 CFR § 164.314(a)(2)(i)(A) & (B), Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI, including electronic PHI, it creates, receives, maintains, or transmits in an electronic format on behalf of DDS to prevent unauthorized access, viewing, use, disclosure or breach of PHI, other than as provided for by this Agreement or required by law.
- C. Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities, and which incorporates the requirements of Section 7, Security, below.
- D. **Privacy Officer.** Contractor shall designate a Privacy Officer who shall: (1) develop policies and procedures on PHI that comply with this Agreement, HIPAA, HIPAA Regulations, HITECH Act, and any more stringent applicable state law protecting PHI; (2) receive complaints/notices pertaining to breaches, and process those complaints/notices in accordance with Section 10, herein; and (3) be the point of contact for communication on privacy matters with DDS. Contractor shall notify DDS's privacy and security officers of the individual designated as Privacy Officer and his/her appropriate contact information (including telephone, work address and email) upon execution of this Agreement. If there is a contact change of the Privacy Officer, Contractor shall notify DDS within 10 calendar days or annually per DDS Technical Bulletin 479.

7. Security

- A. Contractor shall ensure the security of all computerized data systems containing PHI in compliance with HIPAA, HIPAA Regulations, the HITECH Act, and the standards provided by National Institute of Standards and Technology (NIST). These steps shall include, at a minimum, but not limited to:
- 1) Ensuring appropriate security levels to maintain the confidentiality, integrity and availability of PHI and electronic PHI in accordance with 45 CFR Part 164, Subpart C;
 - 2) Protecting against any reasonably anticipated threats or hazards to the security or integrity of PHI and electronic PHI in accordance with 45 CFR 164.306(a)(2);
 - 3) Protecting against any reasonably anticipated uses or disclosures of PHI and electronic PHI that are not permitted or required under 45 CFR Part 164, Subpart E, in accordance with 45 CFR 164.306(a)(3);
 - 4) Requiring encryption of all laptops, desktops, tablets, smartphones and other mobile devices, when storing and transmitting electronic PHI, including encryption of portable electronic storage media (e.g., CD, DVD, flash drives, etc.);
 - 5) Requiring the development and maintenance of a Technical Recovery Plan (TRP) documenting the procedures required to restore critical business systems, including conducting an annual performance tabletop test of the TRP and providing annual self-certification of conducting such test to DDS' Information Security Officer; and
 - 6) Designating a Security Officer pursuant to 45 CFR § 164.308 to oversee Contractor's data security program. The Security Officer shall be responsible for carrying out the requirements of this Section and to be the point of contact for communicating on security matters with DDS. Contractor shall notify DDS's privacy and security officers of the individual designated as Security Officer and his/her appropriate contact information (including telephone, work address and email) upon execution of this Agreement. If there is a contact change of the Security Officer, Contractor shall notify DDS within 10 calendar days or annually per DDS Technical Bulletin 479.

8. Agents and Subcontractors

- A. Contractor shall require any of its agents, including subcontractors, that create, receive, maintain, or transmit PHI and/or electronic PHI on behalf of Contractor pursuant to its Agreement with DDS, to agree to the same restrictions, safeguards, and conditions that apply to Contractor herein with respect to such information. (45 CFR §§ 164.502, 164.504, 164.506, 164.314(a)(2)(i)(B)).

- B. Contractor's agents and subcontractors who create, receive, maintain, or transmit PHI and/or electronic PHI on behalf of Contractor are business associates of Contractor and are directly liable under HIPAA, HIPAA Regulations and the HITECH Act for any breach they commit. As such, Contractor's agents and subcontractors who create, receive, maintain, or transmit PHI and/or electronic PHI are subject to civil and, in some cases, criminal penalties for making uses and disclosures of PHI that are not authorized by contract or required by law. Contractor's agents and subcontractors who create, receive or transmit electronic PHI, are also directly liable and subject to civil penalties for failing to safeguard electronic PHI in accordance with HIPAA, the HITECH Act, and HIPAA Regulations.

9. Records available to the State and Secretary and Compliance Reviews

- A. In accordance with 45 CFR § 164.504(e)(2)(ii)(I), Contractor shall make its internal practices, books and records relating to the use and disclosure of PHI received from DDS, or created or received by Contractor on behalf of DDS, available to DDS or to the Secretary for purposes of investigating or auditing DDS's compliance with the requirements of HIPAA, HIPAA Regulations, and the HITECH Act, in the time and manner designated by DDS or the Secretary.
- B. In accordance with 45 CFR § 160.310, Contractor shall cooperate with the compliance and investigation reviews conducted by the Secretary. PHI access to the Secretary must be provided during Contractor's normal business hours, however, upon exigent circumstances access at any time must be granted. Upon the Secretary's compliance or investigation review, if PHI is unavailable to Contractor and in possession of a subcontractor or agent, it must certify efforts to obtain the information to the Secretary.

10. Breach Procedure

- A. **Discovery of Breach.** Contractor shall notify DDS **within 72 hours by telephone call plus email or fax** upon the discovery of a breach compromising the security and/or privacy of PHI, or upon a reasonable belief such breach has occurred, as required at 45 CFR §164.410. Notification shall be provided to the DDS Privacy Officer and the DDS Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves electronic PHI, notification shall be provided by calling the DDS Service Desk. Upon discovery of such breach or reasonable belief of such breach, Contractor shall:
- 1) Take prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and
 - 2) Commence an investigation.

Content of Notification: Within 72 hours of discovery of such breach or reasonable belief such breach occurred, Contractor shall include the following information in the notification to the DDS Privacy Officer and the DDS Information Security Officer to the extent presently known:

- 1) Identification of each individual whose unsecured PHI or confidential information has been, or is reasonably believed to have been accessed, acquired, used, disclosed, or breached;
 - 2) What data elements were involved, and the extent of the data involved in the breach;
 - 3) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or electronic PHI;
 - 4) A description of the steps that an individual may take to protect him/her from the breach; and
 - 5) A description of what Contractor is doing to investigate the breach, to mitigate harm to individuals, and to protect against further breaches.
- B. **Written Report.** In accordance with 45 CFR § 164.504(e)(2)(ii)(C) and 45 CFR § 164.410, Contractor shall provide a written report of the investigation to the DDS Privacy Officer and the DDS Information Security Officer within thirty (30) calendar days of the discovery of the breach or unauthorized use or disclosure.
- C. **Notification of Individuals.** Contractor or Contractor's subcontractor or agent shall notify individuals whose unsecured PHI has been or is reasonably believed by Contractor to have been accessed, acquired, used, or disclosed as a result of the breach as required under 45 CFR § 164.404. Notification shall be provided without unreasonable delay as required by 42 USC § 17932(d), and within 30 calendar days. Contractor, or Contractor's subcontractor or agent, shall pay any costs of such notifications as well as any costs associated with the breach.
- D. **Responsibility for Reporting Breaches Involving Less Than 500 Individuals.** If the cause of breach of PHI or electronic PHI is attributable to the Contractor, or its subcontractors or agents, Contractor is responsible for all required reporting of the breach as specified in 42 USC § 17932 and 45 CFR Part 164, Subpart D. The breach reporting requirements of this paragraph are in addition to the reporting requirements set forth in subsection 10(A-C) above.
- E. **Responsibility for Reporting Breaches Involving 500 or More Individuals.** If a breach of unsecured PHI involves 500 or more residents of the State of California or its jurisdiction, Contractor, with DDS's oversight and input, shall notify the Secretary of the breach immediately upon discovery of the breach and prominent media outlets serving the State of California or its jurisdiction in accordance with 42 USC § 17932 and 45 CFR §§ 164.406, 164.408. The breach reporting requirements of this paragraph are in addition to the reporting requirements set forth in subsection 10(A-C) above. In addition, Contractor, with DDS's input and oversight, shall notify the California Department of Justice, Office of the Attorney General, as required under Civil Code §1898.82.
- F. **DDS Contact Information.** Contractor shall direct communications to the following DDS staff. DDS reserves the right to make changes to the contact information below by giving written notice to the Contractor. Said changes shall not require an amendment to this Agreement.

DDS Privacy Officer	DDS Information Security Officer
Privacy Officer privacy@dds.ca.gov (916) 654-2120	Information Security Officer iso@dds.ca.gov (916) 654-1704
Fax (916) 654-3352	Fax (916) 654-3352

11. Term and Termination

- A. **Term.** The term of this Agreement shall terminate when the regional center’s contract expires or when all of the PHI provided by the DDS to Contractor, or created or received by Contractor on behalf of the DDS, in any format, is returned to the DDS and any associated storage media is destroyed, whichever is later.
- B. **Termination for Cause.** Upon DDS’s knowledge of a pattern of activity or practice by Contractor that constitutes a violation of this Agreement by Contractor, DDS shall comply with the termination procedure set forth under the Lanterman Act.
- 1) DDS may take reasonable steps to provide an opportunity for Contractor to end the violation. If efforts to resolve the problem informally are unsuccessful, DDS shall have the option to issue a letter of noncompliance and establish a Corrective Action Plan (“CAP”) under Welfare and Institutions Code section 4635; and if Contractor is not in compliance with the CAP, DDS shall move to terminate this Agreement under Welfare and Institutions Code section 4635.
 - 2) If cure is not possible and Contractor has committed a material breach, DDS shall comply with termination provisions set forth in the Lanterman Act to terminate this Agreement and report the violation to the HHS Secretary.
- C. **Effect of Termination or Nonrenewal**
- 1) In accordance with 45 CFR § 164.504(e)(2)(ii)(J), upon termination of this Agreement or nonrenewal of this Agreement, Contractor shall return or destroy all PHI and/or electronic PHI received from DDS or created or received by Contractor on behalf of the DDS. Contractor shall require that any PHI and/or electronic PHI in possession of subcontractors or agents is returned or destroyed and that no copies of such information is retained.
 - 2) In the event Contractor determines that returning or destroying the PHI and/or electronic PHI is not feasible, Contractor shall notify DDS about the conditions that make return or destruction not feasible. If DDS agrees that the return or destruction of PHI and/or electronic PHI is not feasible, Contractor shall extend the protections of this Agreement to such information and limit further use and disclosures of such personal information to those purposes that

make the return or destruction infeasible, for so long as Contractor, or any of its agents or subcontractors, maintains such information.

12. Judicial or Administrative Proceeding

DDS may terminate this Agreement in accordance with the terms and conditions of this Agreement as written herein above if: (1) Contractor is found guilty in a criminal proceeding for a violation of the HIPAA, HIPAA Regulations, or the HITECH Act; or (2) a finding or stipulation that the Contractor has violated a privacy or security standard or requirement of the HITECH Act, HIPAA, HIPAA Regulations or any more stringent applicable state law protecting PHI in an administrative or civil proceeding in which Contractor is a party.

13. Due Diligence

Contractor shall exercise due diligence to ensure that it remains in compliance with this Agreement and is in compliance with the applicable provisions of HIPAA, HIPAA Regulations, the HITECH Act, and any more stringent applicable state law protecting PHI, and require its subcontractors and agents to be in compliance with the same.

14. Sanctions and/or Penalties

Contractor understands and acknowledges that it is required to comply with the provisions of HIPAA, HIPAA Regulations, the HITECH Act, and any more stringent applicable state law protecting PHI, and that failure to comply with these laws may result in the imposition of civil and/or criminal sanctions and/or other penalties on Contractor as set forth under HIPAA, HIPAA Regulations and the HITECH Act.

15. Employee Training and Discipline

- A. Contractor shall use reasonable measures to ensure compliance with the requirements of this Agreement. In doing so, Contractor shall provide annual security and privacy training on HIPAA to its employees who create, receive, maintain or transmit PHI or electronic PHI on behalf of Contractor in accordance with 45 CFR § 164.308(a)(5)(i). Contractor shall require each employee who receives this training to sign a certification indicating the employee's name and the date on which the training was completed. Contractor shall retain each employee's written certifications for DDS inspection for a period of three years following contract termination.
- B. Contractor also agrees to discipline employees who intentionally violate any provisions of this Agreement, including up to termination of employment.

16. Audits, Inspection and Enforcement

From time to time, DDS may inspect the facilities, systems, information security controls, books and records of Contractor to monitor compliance with this Agreement. Contractor shall promptly remedy any violation of any provision of this

Agreement and shall certify the same to the DDS Privacy Officer in writing. The fact that DDS inspects, or fails to inspect, or has the right to inspect, Contractor's facilities, systems and procedures does not relieve Contractor of its responsibility to comply with this Agreement, nor does DDS's:

- A. Failure to detect; or
- B. Detection, but failure to notify Contractor or require Contractor's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of DDS enforcement rights under this Agreement.

If Contractor is the subject of an audit, compliance review, or complaint investigation by the Secretary or the Office of Civil Rights, U.S. Department of Health and Human Services, that is related to the performance of its obligations pursuant to this Agreement, Contractor shall notify DDS and provide DDS with a copy of any PHI or electronic PHI that Contractor provides to the Secretary or the Office of Civil Rights concurrently with providing such PHI or electronic PHI to the Secretary. Contractor is responsible for any civil or criminal penalties assessed due to an audit or investigation of Contractor in accordance with 42 USC § 17934(c).

17. Obligations of DDS

- A. **Notice of Privacy Practices.** DDS shall provide Contractor with the Notice of Privacy Practices that DDS produces in accordance with 45 CFR § 164.520, as well as any changes to such notice. Visit www.dds.ca.gov to view the most current Notice of Privacy Practices:
- B. **Permission by Individuals for Use and Disclosure of PHI.** DDS shall provide Contractor with any changes in, or revocation of, permission by an individual to use or disclose PHI or electronic PHI, if such changes affect the Contractor's permitted or required uses and disclosures.
- C. **Notification of Restrictions.** DDS shall notify Contractor of any restriction to the use or disclosure of PHI that DDS has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Contractor's use or disclosure of PHI.
- D. **Requests Conflicting with HIPAA Rules.** DDS shall not request Contractor to use or disclose PHI or electronic in any manner that would not be permissible under HIPAA, HIPAA Regulations, HITECH Act, or any more stringent applicable state law protecting PHI.

18. Miscellaneous

- A. **Disclaimer.** DDS makes no warranty or representation that compliance by Contractor with this Agreement, HITECH Act, HIPAA, or HIPAA Regulations will be adequate or satisfactory for Contractor's own purposes or any information in Contractor's possession or control, or transmitted or received by Contractor, is or

will be secure from unauthorized access, viewing, use, or disclosure. Contractor is solely responsible for all decisions made by Contractor regarding the safeguarding of PHI.

B. **Amendment.** The parties acknowledge that federal and state laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA Regulations, and other applicable laws relating to the security or privacy of PHI and/or electronic PHI. Upon DDS's request Contractor agrees to promptly enter into negotiations with DDS concerning an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the HIPAA Regulations or other applicable laws. If informal attempts to negotiate are unsuccessful, DDS may move to terminate this Agreement in accordance with the Lanterman Act in the event:

- 1) Contractor does not promptly enter into negotiations to amend this Agreement when requested by DDS pursuant to this Section, or
- 2) Contractor does not enter into an amendment providing assurances regarding the safeguarding of PHI that DDS deems sufficient to satisfy the standards and requirements of HIPAA, the HITECH Act, and the HIPAA Regulations.

C. **Assistance in Litigation or Administrative Proceedings.** Contractor shall make available to DDS, at no cost to DDS, its employees, subcontractors and/or agents to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against DDS, its officers or employees, based upon a claimed violation of HIPAA, HIPAA Regulations, HITECH Act or any more stringent applicable state law protecting PHI, which involve the inactions or actions by Contractor. This provision does not apply where Contractor or its subcontractor, employee or agent is a named adverse party to DDS.

D. **No Third-Party Beneficiaries.** Nothing express or implied in the terms and conditions of this Agreement is intended to confer, nor shall anything herein confer, upon any person other than DDS or Contractor and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.

E. **Interpretation.** The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the HIPAA Regulations and any more stringent applicable state law protecting PHI. The parties agree that any ambiguity in the terms and conditions of this

Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, HIPAA Regulations, and any more stringent applicable state law protecting PHI.

- F. **References.** A reference in the terms and conditions of this Agreement to a section in HIPAA, HIPAA Regulations, and/or HITECH Act means the section currently in effect or as amended.
- G. **Survival.** The respective rights and obligations of Contractor in this Agreement shall survive the termination or expiration of this Agreement.
- H. **No Waiver of Obligations.** No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

References:

United States Department of Health and Human Services, Office for Civil Rights, Medical Privacy - National Standards to Protect the Privacy of Personal Health Information: <https://www.hhs.gov/hipaa/index.html>

United States Department of Health and Human Services, Centers for Medicare and Medicaid Services – Security Standards
www.cms.hhs.gov/SecurityStandard/

National Institute of Standards and Technology (NIST)
nist.gov/

FEDERAL INFORMATION PROCESSING STANDARDS (FIPS)
csrc.nist.gov/publications/PubsFIPS.html

CONFIDENTIALITY AGREEMENT

North Los Angeles County Regional Center, Inc.

***Required for Release of DDS Data
Per the State Administrative Manual Section (5310)***

Contractor hereby acknowledges that Department of Developmental Services (DDS) records and documents are subject to strict confidentiality requirements imposed by State and Federal laws including, but not limited to, Health Insurance Portability and Accountability Act in Title 42 of the United States Code, Section 1320d *et seq.* and its implementing law and regulations such as the Health Information Technology for Economic and Clinical Health Act of 2009, (Public Law 111-005, Title XIII, Subtitle D, 13400 *et seq.*, Feb. 17, 2009), 45 CFR Parts 160 and 164, Sections 56 and following and 1798.24 through 1798.24b of the California Civil Code; California Welfare and Institutions Code sections 4514, 5328, and 15633 and following; California Penal Code Section 11167.5; and any other applicable State or Federal law pertaining to confidentiality.

Contractor assures that the appropriate provisions of both State and Federal law have been met and further assures that all agents of the organization, including subcontractors and agents, understand that unauthorized use, dissemination or distribution of PHI is a crime and that breaches of confidentiality and security may be subject to civil and criminal penalties by the State or Federal government.

Contractor assures that its agents, including subcontractors, will not use, disseminate or otherwise distribute records or documents containing PHI, either on paper or by electronic means, other than as required in the performance of their duties per this contract.

Contractor agrees that unauthorized use, dissemination or distribution of DDS records, documents or information is grounds for immediate termination of any contracts with the DDS and may subject Contractor to penalties, both civil and criminal.

Signature of Contractor's Authorized Representative

Date: _____

Name/Title (Print)

MEDICAID ENROLLMENT REQUIREMENTS

1. PURPOSE

Regional centers coordinate services for consumers for which federal funding is received from the Centers for Medicare and Medicaid Services, and are therefore required to enroll as a Medicaid provider in a manner mutually agreed upon with the State. This exhibit sets forth the terms and conditions under which the Contractor shall enroll as a Medicaid provider.

2. CONTRACT PRACTICES

For the purposes of this Agreement, Contractor agrees to comply with all Medicaid provider enrollment requirements in accordance with Title 42 Code of Federal Regulations (CFR) Sections 455.104 (a), (b)(1)(2)(3)(4), (c), (d), (e); 455.105, (a), (b), (c); 455.106 (a), (b), (c); 455.410; 431.107 (b)(3); 424.302 (d); 424.304 (a)(1); and 424.535 (d)(1).

3. PROCEDURES FOR ENROLLMENT AND RE-ENROLLMENT

Contractor shall adhere to the following enrollment and re-enrollment assurances and procedures:

- a. Disclosure information required for all members of the Contractor's Board of Directors as well as the Regional Center Executive Director:
 - 1) The name, address, date of birth, and social security number of the board member or Executive Director/Interim Executive Director identified above.
 - 2) If the board member or Executive Director/Interim Executive Director is related to any of the other individuals above (as a spouse, sibling, parent or child).
 - 3) The name of any other enrolled Medicaid provider in which the individual has an ownership or control interest.
 - 4) The name of any "Excluded Individuals", defined as those that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors' General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or meet the criteria included in Title 17, Section 54311(a)(6).

- b. The disclosure information identified in paragraph a. 1) through 4) must be submitted to the State:
- 1) Upon execution of this contract.
 - 2) Within 35 days of the individuals identified in paragraph a. becoming a member of the Board of Directors or becoming the Regional Center Executive Director/Interim Executive Director.
 - 3) Upon request of the State during revalidation of enrollment requirements every five years or sooner when any of the following circumstances apply:
 - a) A new Taxpayer Identification (ID) Number is issued by the IRS.
 - b) There is a cumulative change of 50 percent or more in the person(s) with an ownership or control interest (executive directors or board members) since the information provided in the last complete application package that was approved for enrollment.
 - c) The two examples above are the most likely circumstances for a regional center to complete a new application, an exhaustive list can be found at Title 22 CCR Section 51000.30.
- c. Individuals that either fail to disclose the required information or meet the “Excluded Individuals” criteria shall be prohibited from serving in the roles identified in paragraph b.

GENERAL TERMS AND CONDITIONS

1. VALIDITY: Contractor is aware of the provisions of Public Contract Code, Sections 10295 and 10335, and acknowledges that this contract is void unless approved by the Department of General Services.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, federal auditor, any other State agency, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon written demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in Exhibit I are made a part of this Agreement and attached hereto.
11. TIMELINESS: Time is of the essence in this Agreement.
12. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

13. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
14. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
15. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

CONTRACTOR CERTIFICATION CLAUSES

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor Name (Printed)	Federal ID Number
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	Executed in County of

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about
 - 1) the dangers of drug abuse in the workplace
 - 2) the person's or organization's policy of maintaining a drug-free workplace
 - 3) any available counseling, rehabilitation and employee assistance programs; and
 - 4) penalties that may be imposed upon employees for drug abuse violations
 - c. Every employee who works on the proposed Agreement will
 - 1) receive a copy of the company's drug-free workplace policy statement; and
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the two years period immediately preceding execution of the contract because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)
4. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.
5. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.
6. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION AND INSURANCE: Contractor shall maintain insurance coverage for the entire period of this contract that will protect the financial assets provided to Contractor from the State to fulfill the terms and obligations of this contract. Insurance coverage shall include, but not be limited to: workers' compensation insurance; non-owned automobile insurance including personal injury and property damage; property insurance including personal injury, supplies, equipment and other property furnished by or acquired under or allocatable to this contract; employment practices liability insurance to cover discrimination complaints and other similar employment claims; and, Directors', Trustees' and Officers' liability insurance. Contractor shall maintain Fidelity Bonding.

Contractor shall immediately notify the State, in writing, when Contractor is unable to obtain any of the required insurance coverage or any of the required policies are cancelled. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

**North Los Angeles County Regional Center
City National Bank
Line of Credit
Fiscal Year 2024-2025
As of September 17, 2024**

Line of Credit Available:

\$80,000,000	July 1, 2024 to August 31, 2024
\$70,000,000	September 1, 2024 to February 28, 2025
\$80,000,000	March 1, 2025 to June 30, 2025

Amount Borrowed Year to Date:

\$0	July 2024
\$0	August 2024

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

Vendor #	Service Code	Description

Service Address:

Service Description: [Note: Not limited to service code description from regulation. How would program be described to stakeholders?]

Service Area: Antelope Valley / Santa Clarita Valley / San Fernando Valley

Staffing Ratio:

Staffing Qualifications:

Employment Component: [yes/no]

Exceptional Conditions: [if applicable, note: Please communicate any necessary programmatic exceptions (e.g. only for SDP, CPP/CRDP, via RFP) or special conditions regarding the vendorization process (e.g. tax ID changes, expedited timelines or emergency vendorizations).]

Usual & Customary Rate Request:

- Median rate:
- Market comparison examples:

Usual & Customary Rate Increase Request:

- Steps we have taken to assess the impact to consumers if the U&C rate is denied
 - Will the vendor close?
 - How many consumers are impacted?
- Number / capacity of vendors for same service

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	
2.	The Name of Vendor or Service Provider	[Vendor Name] Vendor #: [Vendor#], Service Code: [SVC]
3.	The Purpose of the Contract	
4.	The Contract Term	
5.	The Total Amount of the Contract	
6.	The Total Proposed Number of Consumers Served	
7.	The Rate of Payment or Payment Amount	
8.	Method or Process Utilized to Award the Contract.	
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above [contract type] (“Contract”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

[Treasurer Name], Board Treasurer

Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the [contract type] (“Agreement”, or “Contract”) for [vendor name] and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and [vendor name] was reviewed and approved by NLACRC’s Board of Trustees on [meeting date].

NLACRC’s 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, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

[Secretary Name], Board Secretary

Date

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Operations (New) Lease Agreement for Multi-Functional Printers
2.	The Name of Vendor or Service Provider	Canon Solutions America, Inc.
3.	The Purpose of the Contract	Lease of twenty-three (23) multifunctional printers to be located at NLACRC's three offices: San Fernando Valley Office, Santa Clarita Valley Office, and Antelope Valley Office
4.	The Contract Term	The lease term is effective on the date when the multifunctional printers are received, currently expected to be March 1, 2025. The lease term is sixty (60) months for an anticipated termination date of February 28, 2030.
5.	The Total Amount of the Contract	Estimated to be \$478,111.20 over sixty (60) month lease term. Estimate is based on current monthly printing averages. Payments will be based on actual printing volume each month and may exceed the estimated amount if actual printing exceeds the current monthly printing averages.
6.	The Rate of Payment or Payment Amount	<ul style="list-style-type: none"> • Estimated Total Monthly Payment: \$7,968.52 <ul style="list-style-type: none"> - Lease Payment: \$5,599.00 monthly - Service Payment: based on # of pages, \$2,369.52 estimated monthly <ul style="list-style-type: none"> - Black & White cost per page: \$0.0069 - Black & White cost per page in excess of 72,000 pages: \$0.0069 - Color cost per page: \$0.03468 - Color cost per page in excess of 54,000 pages: \$0.03468
7.	Method or Process Utilized to Award the Contract.	NLACRC conducted a cost benefit analysis comparing Canon's multifunctional printers and support services with two other competitive proposals and determined that Canon would best meet NLACRC's business needs.
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	None

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the Lease Agreement for Multi-functional Printers (“Agreement”) for Canon Solutions America, Inc. and is recommending an action of the Board of Trustees to approve the Agreement.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Board of Trustees reviewed and discussed the Lease Agreement for Multi-functional Printers (“Agreement”) for Canon Solutions America, Inc.

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Lease Agreement for Multi-functional Printers (“Agreement”) between NLACRC and Canon Solutions America, Inc. was reviewed and discussed by the NLACRC Board of Trustees on **October 9, 2024**.

The NLACRC 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, Chief Financial Officer and Deputy Director 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 NLACRC’s Board of Trustees; iii) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Operations (New) Workstations Agreement for Antelope Valley Office
2.	The Name of Vendor or Service Provider	Sheridan Group
3.	The Purpose of the Contract	The number of employees in the Antelope Valley Office has exceeded the number of workstations at the location, and employees have been hoteling as needed. Additional workstations are needed to accommodate the anticipated growth of employees in the Antelope Valley Office. The Contract is to furnish and install fifty (50) new workstations that match existing furniture. The Contract includes: afterhours delivery and installation of workstations, task chairs, dual monitor arms and nameplates.
4.	The Contract Term	October 10, 2024 through June 30, 2025
5.	The Total Amount of the Contract	Total amount of contract: \$261,843.94
6.	The Rate of Payment or Payment Amount	Materials & Freight: \$220,063.94 Labor: \$41,780.00 Total: \$261,843.94
7.	Method or Process Utilized to Award the Contract.	NLACRC obtained three competitive quotes. Sheridan was selected as the lowest quote.
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	None

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the Workstations Agreement for the Antelope Valley Office (“Agreement”) for Sheridan Group and is recommending an action of the Board of Trustees to approve the Agreement.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Board of Trustees reviewed and discussed the Workstations Agreement for the Antelope Valley Office for the Sheridan Group.

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Workstations Agreement for the Antelope Valley Office (“Agreement”) between NLACRC and the Sheridan Group was reviewed and discussed by the NLACRC Board of Trustees on **October 9, 2024**.

The NLACRC 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, Chief Financial Officer and Deputy Director 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 NLACRC’s Board of Trustees; iii) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

24 Hour Caregivers, Inc.

Vendor #: HL1098

Svc Code: 862

Date: 9/16/24

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

Vendor #	Service Code	Description
n/a		

Service Address: 2659 Townsgate Rd. Ste. 132, Westlake Village, CA 91361

Service Description: In-Home Respite Services

Service Area: San Fernando Valley, Santa Clarita Valley & Antelope Valley

Staffing: 1:1 ratio

Service Description: In-home Respite is intermittent or regularly scheduled temporary non-medical care and supervision provided in the client’s own home who resides with a family member to support a client’s caregiver in cases where an extra person is needed to assist the client as described in the client’s Individual Program Plan (IPP) in the home. Services are provided in the client’s home only and never in the community. Transporting of the client or the client’s family is prohibited.

Employment Component: n/a

Exceptional Conditions: 24 Hour Caregivers background screening protocol consists of (1) the new staff in completing an application to become a Registered Home Care Aide (if not already registered) and (2) the applicant getting their fingerprints taken at an approved Live Scan location to submit for DOJ/FBI results.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	24 Hour Caregivers, Inc. Vendor Number: HL1098 , Service Code: 862
3.	The Purpose of the Contract	The service provider will provide In-Home Respite Services Agency services pursuant to Title 17 regulations, Sections 56702 through 56734 and Sections 56776 through 56802. Pursuant to WIC, Section 4418.6, respite care is a service offered for individuals with developmental disabilities. Respite care means temporary and intermittent care provided for short periods of time. The rate of reimbursement for respite care services is established by the Department of Developmental Services (“DDS”). However, NLACRC calculates a rate that is less than the DDS set rate for those situations when more than one consumer (“siblings”) is being provided respite at the same time.
4.	The Contract Term	Five (5) year contract effective August 1, 2024 through July 31, 2029.
5.	The Total Amount of the Contract	Projected annual value of the contract is \$298,290.15 based on actual FY23 expenditure of similar service code 862 providers. The projected total value of the contract over the 5-year term is \$1,491,450.75.
6.	The Total Proposed Number of Consumers Served	Projected 19 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 DDS -set rate, \$30.11 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for In-Home Respite Services Agency services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Rate for 1:1 ratio is established by DDS Projected rate, pending DDS approval. Anticipated to be \$30.11 per hour.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>The hourly rate per consumer for sibling rates is calculated according to the following formula:</p> <ul style="list-style-type: none"> • For 2 siblings: rate x 1.25 / 2 consumers • For 3 siblings: rate x 1.50 / 3 consumers
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>NLACRC requested the rate from DDS on July 17, 2024 with an effective date of August 1, 2024. Once NLACRC receives the DDS rate letter, contract will be retro-active to the vendorization and rate approval date of August 1, 2024. Services will not begin until after Board and contract approval.</p>

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 the Board of Trustees to **Approve** the Contract.

 Andrew Ramirez, Board Treasurer

September 24, 2024

 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Contract**”) for **24 Hour Caregivers, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **24 Hour Caregivers, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s 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 interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: LIKE FAMILY LLC dba LIKEFAMILY

Vendor #: HL1111

Svc Code:862

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
n/a		

Business Address: 5250 LANKERSHIM BLVD #564 N. HOLLYWOOD, CA 91601

Service Description: In Home Respite Services Agency – will provide in-home respite services to individuals with ages 5-26 yrs old and 55 yrs old and up. The agency will provide temporary relief non-medical home care services to primary caregivers and/or parent, it offers caregivers an opportunity to take a break from their responsibilities while ensuring that their loved ones receive proper care and support.

Service Area: AV, SCV, SFV

Staffing Ratio: Typically 1:1, depending on what the staffing ratio need that is identified in the IPP.

Staffing Qualifications:

Program Director -

1. BA and minimum of 18 months of experience in the management of human services delivery system OR five years of experience in a human services delivery system, including at least two years in management or supervisory position.
2. Cardiopulmonary Resuscitation (CPR) and First Aid training from agencies offering such training, including, but not limited to, the American Red Cross.
3. The ability to perform the functions required in the service design.

Program Manager –

1. Minimum of 3 years of experience in the human services delivery field.
2. High School diploma or GED equivalent, preferred BA/BS degree, but not required.
3. Demonstrate ability to provide staff training, supervision, and planning.
4. Cardiopulmonary Resuscitation (CPR) and First Aid training from agencies offering such training, including, but not limited to, the American Red Cross.
5. The ability to perform the functions required in the service design.

Respite Care Specialist -

1. High School diploma or GED equivalent, preferred BA/BS degree, but not required.
2. Cardiopulmonary Resuscitation (CPR) and First Aid training from agencies offering such training, including, but not limited to, the American Red Cross.
3. The ability to perform the functions required in the service design.
4. Demonstrate ability to perform the job functions mentioned below:

1. Performing the in-home respite services.

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: LIKE FAMILY LLC dba LIKEFAMILY

Vendor #: HL1111

Svc Code:862

Date: 9/16/24

2. Maintaining information as required in Sections 56796(a)(4) and 56798(c)(2)(B) of these regulations as follows: program participants served, indicating the dates and hours of service, and ensuring services are documented in case file timely and accurately.
3. Obtaining information concerning any specific care needs unique to the individual program participant at the time, or prior to the time, when services are delivered.
4. Offering support, companionship, and comfort to clients who are ill, elderly, or disabled.
5. Assessing clients' physical, mental, and emotional well-being.
6. Coordinating professional intervention when necessary.
7. Involving clients in appropriate activities, such as social interactions, games, or reading.
8. Assist with bathing, dressing, toileting, transferring (in and out of bed, couch to chair, etc.), incontinence, fall prevention, and feeding our program participants.
9. Assist with medication reminders, meal preparations.
10. Ensuring a hygienic and safe environment is maintained.
11. Maintains confidentiality of all information.
12. Adheres to the Health Insurance Portability and Accountability Act. (HIPAA) privacy policies and procedures.
13. Performs other duties as assigned. LikeFamily will not assign other duties to the respite care specialist from the above noted functions during hours that the worker is providing in-home respite services.

Employment Component: no

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Like Family LLC dba LikeFamily Vendor Number: HL1111, Service Code: 862
3.	The Purpose of the Contract	<p>Service Provider provides In-Home Respite Services Agency services pursuant to statute and Title 17 regulations, Sections 56702 through 56734 and Sections 56776 through 56802.</p> <p>Pursuant to WIC, Section 4418.6, respite care is a service offered for individuals with developmental disabilities. Respite care means temporary and intermittent care provided for short periods of time. The rate of reimbursement for respite care services is established by the Department of Developmental Services (“DDS”). However, NLACRC calculates a rate that is less than the DDS set rate for those situations when more than one consumer (“siblings”) is being provided respite at the same time.</p>
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual value of the contract is \$298,290.15 based on actual FY23 expenditure of similar service code 862 providers. The projected total value of the contract over the 5-year term is \$1,491,450.75.
6.	The Total Proposed Number of Consumers Served	Projected 19 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 \$30.11 rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for In-Home Respite Services Agency services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Agency rate for 1 consumer is established by DDS. Projected rate, pending DDS approval. Anticipated to be \$30.11 per hour.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>The hourly rate per consumer for sibling rates is calculated according to the following formula:</p> <ul style="list-style-type: none"> • For 2 siblings: rate x 1.25% / 2 consumers • For 3 siblings: rate x 1.50% / 3 consumers
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>NLACRC requested the rate from DDS on September 3, 2024 with an effective date of November 1, 2024. Once NLACRC receives the DDS rate letter, contract will be retro-active to the vendorization and rate approval date of November 1, 2024.</p>

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 the Board of Trustees to **Approve** the Contract.

 Andrew Ramirez, Board Treasurer

 September 24, 2024
 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”) for Like Family LLC dba LikeFamily and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Like Family LLC dba LikeFamily** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Wood Quality Care

Vendor #: HL1104

Svc Code: 862

Date: 9/16/24

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

Vendor #	Service Code	Description
N/A		

Service Address: 28511 Horseshoe Circle, Santa Clarita, CA 91390

Service Description: In-Home Respite Services

Service Area: Santa Clarita Valley

Staffing: 1:1 ratio (1:2, and 1:3 sibling rates)

Service Description: In-home Respite is intermittent or regularly scheduled temporary non-medical care and supervision provided in the client's own home who resides with a family member to support a client's caregiver in cases where an extra person is needed to assist the client as described in the client's Individual Program Plan (IPP) in the home. Services are provided in the client's home only and never in the community. Transporting of the client or the client's family is prohibited.

Employment Component: n/a

Exceptional Conditions: Wood Quality Care background screening protocol consists of (1) the new staff in completing an application to become a Registered Home Care Aide (if not already registered) and (2) the applicant getting their fingerprints taken at an approved Live Scan location to submit for DOJ/FBI results.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Wood Quality Care Vendor Number: HL1104 , Service Code: 862
3.	The Purpose of the Contract	The service provider will provide In-Home Respite Services Agency services pursuant to Title 17 regulations, Sections 56702 through 56734 and Sections 56776 through 56802. Pursuant to WIC, Section 4418.6, respite care is a service offered for individuals with developmental disabilities. Respite care means temporary and intermittent care provided for short periods of time. The rate of reimbursement for respite care services is established by the Department of Developmental Services (“DDS”). However, NLACRC calculates a rate that is less than the DDS set rate for those situations when more than one consumer (“siblings”) is being provided respite at the same time.
4.	The Contract Term	Five (5) year contract effective November 1, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual value of the contract is \$298,290.15 based on actual FY23 expenditure of similar service code 862 providers. The projected total value of the contract over the 5-year term is \$1,491,450.75.
6.	The Total Proposed Number of Consumers Served	Projected 19 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 DDS -set rate, \$30.11 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for In-Home Respite Services Agency services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Rate for 1:1 ratio is established by DDS Projected rate, pending DDS approval. Anticipated to be \$30.11 per hour.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>The hourly rate per consumer for sibling rates is calculated according to the following formula:</p> <ul style="list-style-type: none"> • For 2 siblings: rate x 1.25 / 2 consumers • For 3 siblings: rate x 1.50 / 3 consumers
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	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 the Board of Trustees to **Approve** the Contract.

 Andrew Ramirez, Board Treasurer

September 24, 2024

 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Contract**”) for **Wood Quality Care** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Wood Quality Care** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024**.

NLACRC’s 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 interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Bella Vida Home Care, LLC

Vendor #: HL1101

Svc Code: 862

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
PL2332	062	Personal Assistance – in development

Office Address: 27240 Turnberry Lane, Valencia, CA 91355

Service Description: In-home Respite is intermittent or regularly scheduled temporary non-medical care and supervision provided in the client’s own home who resides with a family member to support a client’s caregiver in cases where an extra person is needed to assist the client as described in the client’s Individual Program Plan (IPP) in the home. Services are provided in the client’s home only and never in the community. Transporting of the client or the client’s family is prohibited.

Service Area: SFV

Staffing Ratio: 1:1, (1:2 and 1:3 sibling rate)

Staffing Qualifications:

The director shall possess the following minimum qualifications:

- (A) A bachelor's degree and a minimum of 18 months of experience in the management of a human services delivery system; or
- (B) Five years of experience in a human services delivery system, including at least two years in a management or supervisory position.

The supervisor shall possess the following minimum qualifications:

- (A) Three years of experience in a human services related field; and
- (B) The demonstrated ability to provide staff training, supervision and planning.

The respite worker shall possess the following minimum qualifications:

- (A) Has received Cardiopulmonary Resuscitation (CPR) and First Aid training from agencies offering such training, including, but not limited to, the American Red Cross;
- (B) Education and experience required in the job description; and
- (C) The ability to perform the functions required in the service design.

Employment Component: No

Exceptional Conditions: N/A



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Bella Vida Home Care, Llc Vendor Number: HL1101, Service Code: 862
3.	The Purpose of the Contract	Service Provider provides In-Home Respite Services Agency services pursuant to statute and Title 17 regulations, Sections 56702 through 56734 and Sections 56776 through 56802. Pursuant to WIC, Section 4418.6, respite care is a service offered for individuals with developmental disabilities. Respite care means temporary and intermittent care provided for short periods of time. The rate of reimbursement for respite care services is established by the Department of Developmental Services (“DDS”). However, NLACRC calculates a rate that is less than the DDS set rate for those situations when more than one consumer (“siblings”) is being provided respite at the same time.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual value of the contract is \$298,290.15 based on actual FY23 expenditure of similar service code 862 providers. The projected total value of the contract over the 5-year term is \$1,491,450.75.
6.	The Total Proposed Number of Consumers Served	Projected 19 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 DDS set rate, \$30.11 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for In-Home Respite Services Agency services.
9.	Method or Process Utilized to Establish the Rate or the Payment	Agency rate for 1 consumer is established by DDS. Projected rate, pending DDS approval is



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

	Amount	<p>\$30.11 per hour.</p> <p>The hourly rate per consumer for sibling rates is calculated according to the following formula:</p> <ul style="list-style-type: none"> • For 2 siblings: rate x 1.25% / 2 consumers • For 3 siblings: rate x 1.50% / 3 consumers
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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Bella Vida Home Care, LLC** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Bella Vida Home Care, Llc** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Bella Vida Home Care

Vendor #:PL2332

Svc Code:062

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
HL1101	862	In-Home Respite – in development

Service Address: 27240 Turnberry Lane Santa Clarita, Ca. 91355

Service Description: A regional center shall classify a vendor as Personal Assistance if the vendor provides personal assistance and support.

Service Area: AV/SCV/SFV

Staffing Ratio: n/a

Staffing Qualifications:

DIRECTOR QUALIFICATONS

- A bachelor’s degree and a minimum of 18 months of experience in the management of a home care, human services, or related business field; or five years of experience in a human services delivery system, including at least two years in a management or supervisory position.
- Possess experience and knowledge of applicable local, state, and federal laws
- Skilled in Computer Programs
- Experience and knowledge in the financial management of organizations
- Possess effective communicative skills and ability to lead a team of personnel with a variety of backgrounds and educational experiences

HOME CARE AIDES QUALIFICATONS

- Have a valid California Home Care Aide certification and be registered with the Home Care Services Bureau.
- Must be available up to 40 hours per week and able to work independently
- Medical documentation that HCA is free from Tuberculosis (TB). TB testing must be reported every two years while employed by Bella Vida Home Care
- Prior experience with caregiving of clients in a home based or facility-based setting
- Prior experience with elders and or persons with disabilities.
- Successful completion of the Bella Vida Home Care pre-service training curriculum
- Have valid driver’s license and use of a dependable insured automobile
- Read, write, speak, and understand English as needed for the job
- Ability to read and understand short instructions, correspondence, and memos

Employment Component: no

Exceptional Conditions: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Bella Vida Home Care, LLC Vendor Number: PL2332, Service Code: 062
3.	The Purpose of the Contract	The service provider will provide Personal Assistance services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide respite, attendant care, and day care to support consumers.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$808,452 per year, or \$4,042,260 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 15 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 \$26.42 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$26.42 is based on a cost statement. 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.” The provider’s stated cost is \$29.53 per hour. However, the provider has agreed to accept the statewide median rate of \$26.42, which is the same as NLACRC median rate of \$26.42 per hour.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Bella Vida Home Care, LLC** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Bella Vida Home Care, LLC** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Maxim Healthcare Services

Vendor #: PL1025

Svc Code: 062 (Personal Assistance)

Date: 9/16/24

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

Vendor #	Service Code	Description
PL1579	455	Participant-Directed Day Care
PL1578	460	Participant-Directed Nursing
PL1577	465	Participant-Directed Respite
HL0475	475	Participant-Directed Community-Based Training
PL1576	491	Financial Management Service
HL0565	854	Home Health Agency
HL0461	862	In-Home Respite Services Agency

Office Address: 28470 Avenue Stanford, #280, Valencia, CA 91355

Service Description: Personal Assistance provides support to individuals of all ages who have been diagnosed with a developmental disability and need intermittent or regularly scheduled temporary non-medical care and supervision provided in the consumer's own home.

Service Area: San Fernando Valley / Santa Clarita Valley / Antelope Valley

Staffing: n/a

Employment Component: n/a

Exceptional Conditions: n/a

Usual & Customary Rate Request:

- Median rate: \$26.42 per hour
- The benchmark rate for full implementation of the 2019 rate study is \$34.89 per hour (revised in 2022). DDS 2025 update to benchmark rates is pending.
- Vendored personal assistance range: \$23.41 – \$31.12/per hour based on date of vendorization and eligibility for rate adjustments, either regulatory or based on labor law adjustment, such as minimum wage and sick leave.

Usual & Customary Rate Increase Request:

- If the U&C rate is denied, provider will assess ability to continue to provide services to current 124 consumers.
- NLACRC has an additional thirty-three personal assistance providers that may be able to provide service delivery should Maxim decide to close this program due to rate insufficiency.
- When past U&C rate increase requests were denied service delivery has not been a suspended.
- Most recently, provider requested rate of \$38.00 per hour was reviewed and denied at Administrative Affairs committee on April 23, 2024.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary												
1.	Contract Overview: (New or Amendment) (POS or OPS)	1st Amendment, Purchase of Services (POS)												
2.	The Name of Vendor or Service Provider	Maxim Healthcare Services, Inc. Vendor Number: PL1025, Service Code: 062												
3.	The Purpose of the Contract	Contractor will provide Personal Assistance services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide personal assistance and support. The purpose of the First Amendment is to adjust the usual and customary (“U & C”) rate from \$28.00 per hour to \$34.89 per hour effective April 1, 2024.												
4.	The Contract Term	Five (5) year contract effective July 1, 2021 through June 30, 2026.												
5.	The Total Amount of the Contract	<p>Past actual expenditure 07/2021 – 02/2024 and including March projection is \$8,919,923.46.</p> <table border="1"> <tr> <td>FY22</td> <td>12 months</td> <td>\$2,837,465.93</td> </tr> <tr> <td>FY23</td> <td>12 months</td> <td>\$2,758,023.58</td> </tr> <tr> <td>(Jul-Mar) FY24</td> <td>9 months</td> <td>\$3,324,433.95</td> </tr> <tr> <td></td> <td></td> <td>\$8,919,923.46</td> </tr> </table> <p>Projected expenditure based on the \$34.89 hourly rate for the 33-month duration of the contract is \$15,518,034.17. In total, over the entire five (5) year term, the fiscal impact is \$24,437,957.53.</p>	FY22	12 months	\$2,837,465.93	FY23	12 months	\$2,758,023.58	(Jul-Mar) FY24	9 months	\$3,324,433.95			\$8,919,923.46
FY22	12 months	\$2,837,465.93												
FY23	12 months	\$2,758,023.58												
(Jul-Mar) FY24	9 months	\$3,324,433.95												
		\$8,919,923.46												
6.	The Total Proposed Number of Consumers Served	As of June 2024, currently serving 122 consumers per month, which is the most recent month with billing data available.												
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 usual and customary hourly rate of \$34.89.												
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Personal Assistance services.												



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

<p>9.</p>	<p>Method or Process Utilized to Establish the Rate or the Payment Amount</p>	<p>Service provider was vendedored on November 1, 2009 with a rate of \$16.23 per hour, which increased to \$19.62 per hour as of January 1, 2017. Effective December 1, 2019 the rate was increased to the current rate of \$28.00 per hour when a rate source change from negotiated rate to usual and customary rate was approved.</p> <p>Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families.</p> <p>As a usual and customary rate, the service provider’s rates were excluded from regulatory rate adjustments since December 1, 2019. If the service provider’s rate had been eligible the previous negotiated rate of \$19.62 per hour would have increased to \$21.23 per hour on January 1, 2020 (SB 81), to \$24.65 per hour on April 1, 2022 (AB 136, phase 1), and to \$28.06 per hour January 1, 2023 (AB 136, phase 2) based on the \$34.89 per hour NLACRC benchmark rate for personal assistance.</p> <p>Upon review of service provider’s request for an increase to \$34.89, on March 25, 2024 NLACRC performed an audit of the individuals served by the service provider. Provider was serving 145 consumers per month during the calendar year 2023 audit period. The audit verified an additional 65 individuals served were not regional center consumers. Therefore, the audit confirmed the program continues to meet the usual and customary rate threshold of serving at least 30% non-regional center consumers or their families, pursuant to 17 CCR, Section 57210(a)(19).</p> <p>The audit also confirmed that service provider has a variety of additional funding sources</p>
-----------	--	---



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

9.	<p>Method or Process Utilized to Establish the Rate or the Payment Amount (continued)</p>	<p>outside of regional centers, such as Veterans Administration, L.A. County Department of Mental Health, insurance providers, and private pay. Of the audit selection, the rate which is regularly charged to the general public varies between \$46.45 per hour and \$30.00. The most frequent pay rate is \$40.00 per hour. The average pay rate is \$38.43 per hour.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>Previously in 2021 service provider requested a rate increase from \$28.00 per hour to \$34.00 per hour and to establish a \$50.00 per hour for COVID positive or isolation/quarantine support.</p> <p>The request was reviewed at Administrative Affairs committee on August 25, 2021 and Board on September 9, 2021 and denied. The request was revised to \$33.00 per hour and reviewed at Administrative Affairs committee on September 29, 2021 and by the Board on October 13, 2021 and denied. The request was revised to \$38.00 per hour and reviewed at Administrative Affairs committee on April 23, 2024 and denied.</p>

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

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Amendment to the Nonresidential Negotiated Rate Agreement ("Amendment") for **Maxim Healthcare Services, Inc., a Maryland Corporation** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Amendment between NLACRC and **Maxim Healthcare Services, Inc.** was reviewed and approved by NLACRC's Board of Trustees on **October 9, 2024.**

NLACRC's 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 interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Yes I Can Unity Through Music, Inc (Festival Program)

Vendor #: PL2343

Svc Code: 055

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
PL1769	055	Community Integration w/ CIE and PIP
PL1770	109	Supplemental Program Support

Service Address: Community Based Services

Service Description:

A regional center shall classify a vendor as a Community Integration Training Program provider if the vendor provides community integration training 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 1 or more days per week unless provided as an adjunct to other day activities included in a consumer's IPP. Community integration training shall focus on enabling the consumer to attain or maintain his or her maximum functional level and shall be coordinated with any physical, occupational, or speech therapies listed in the IPP. In addition, community integration training may serve to reinforce skills or lessons taught in school, therapy, or other settings.

The purpose of the Festival Project (FP) is to establish business focused partnerships that respond to employers needs and increase the hiring of workers with disabilities. FP's evidence-based, innovative services are provided in fully inclusive, community-based settings, are tailored to each participant, and enable participants to build professional industry connections by performing skilled work alongside industry employers. FP is able to provide up to 24 participants annually with one year of relevant work experience to add to their resumes making them stronger candidates when applying for internships and entry level job opportunities

Service Area: SFV

Staffing Ratio: 1:3

Staffing Qualifications:

Position Title: Program Instructor - **Minimum Qualifications:** Skills appropriate to the live event and/or film production are required to perform multiple technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: Skill to instruct students in assigned areas of vocational training and career development; to effectively plan, develop, and implement programs related to assignment; skills to effectively communicate orally and in writing; and to understand and interpret laws and regulations; Knowledge of the subject area(s) appropriate for the curriculum being taught; knowledge of current live music event planning practices and procedures; knowledge of approved and effective techniques of student supervision, motivation, and discipline; knowledge of approved

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Yes I Can Unity Through Music, Inc (Festival Program)

Vendor #: PL2343

Svc Code: 055

Date: 9/16/24

and effective student testing and evaluation methods and techniques; and knowledge of appropriate curriculum and instructional materials for assigned subject area(s); Ability to teach students the knowledge and skills necessary for a live music event production planning scenario. Must be at least 18 years of age. - Must pass TB screening with a negative report - Must hold a current CPR/First Aid. **Experience:** Three (3) years of work experience in the technical skills, trade, or vocations to be taught are required. One (1) of the three (3) years of the required experience must be within the last five (5) years, or two (2) years within the last ten (10) years. **Education:** High school diploma or equivalent required. Bachelor's degree desirable, but not required.

Credentials/Certificates/Licenses: Valid California Class C Driver's License required and ability to maintain insurability status under vehicle insurance policy.

Position Title: Instructional Assistant- **Minimum Qualifications:** 1. Education: All support staff who provide instructional assistance are to possess a high school diploma or equivalent along with one of the following: A) A minimum of 48 semester or 72 quarter units of college coursework or B) An Associate or higher degree from an accredited college or university. 2.

License/Certification/Training Requirements: Positions in the specialized language classes require individuals who can speak and read (bilingual) or speak, read and write (bilingual/biliterate) a second language as specified. 3) **Experience:** A minimum of six months of experience working with students or school-aged children in a school or structured setting is required. Some positions may require conversational and written skills in a specific language(s) other than English related to the needs of the assignment. An ability to translate and adapt materials to and from English into that language(s) may also be required. May require that the employee furnish a Certificate of Clearance from the Department of Motor Vehicles in order to meet program insurability. Must be at least 18 years of age. - Must pass TB screening with a negative report - Must hold a current CPR/First Aid

Employment Component: Yes (No CIE/PIP)

Exceptional Conditions: N/A

Usual & Customary Rate Request: N/A

- Median rate:
- Market comparison examples:

Usual & Customary Rate Increase Request:

- Steps we have taken to assess the impact to consumers if the U&C rate is denied
- Number / capacity of vendors for same service:



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Yes I Can Unity Through Music & Education, Inc. Vendor Number: PL2343, 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 October 01, 2024 through September 30, 2024.
5.	The Total Amount of the Contract	Projected annual cost is \$556,416.00 per year, or \$2,782,080.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 24 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 \$32.20 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Community Integration training services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$32.20 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>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.” The provider’s stated cost is \$36.46. However, the provider has agreed to accept the statewide median rate of \$32.20, which is lower than NLACRC median rate of \$33.46 per hour.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	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 the Board of Trustees to **Approve** the Contract.

 Andrew Ramirez, Board Treasurer

September 24, 2024

 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Yes I Can Unity Through Music & Education, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Yes I Can Unity Through Music & Education, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024**.

NLACRC’s 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, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

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

Vendor #	Service Code	Service Code Description
PL2281	785	Clinical Psychologist

Vendor Name: Sekhon, Sharn, Psy.D.
Vendor Number: PL2364
Service Code: 056
Service Code Description: Clinical Psychologist
Service Address: NLACRC Chatsworth & Santa Clarita Office

Service Description:

Clinical psychologist will conduct comprehensive psychological evaluations for children and teenagers applying for regional center services. Services provided in English and Punjabi.

Service Area: San Fernando Valley, Antelope Valley, and Santa Clarita Valley

Staffing: N/A

Exceptional Conditions: Provider has requested rate to match rate paid by the general public.

Usual & Customary Rate Request:

- Median rate: \$155.76 per hour
- Market comparison examples: \$250.00/hour is standard in L.A. County as confirmed by NLACRC Clinical team. Additional costs will be added, when the evaluation is more complex, provides evaluation in a language other than English, and/or requires additional time to travel to geographically isolated areas with limited access to health care resources.
- Vendored psychologist assessment U&C range: \$150 – \$360/hour

Usual & Customary Rate Increase Request:

- If the U&C rate is denied, provider will close and will not be able to provide services.
- NLACRC has an additional twenty Clinical Psychologists who provide assessments. However, the need for assessments exceeds the capacity of all current Clinical Psychologists, including Dr. Sekhon. Without her services, assessment timelines will increase and delay the ability for consumers to receive Regional Center services.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Sharn Sekhon, Psy.D. Vendor Number: PL2364, Service Code: 056
3.	The Purpose of the Contract	The service provider will provide Interdisciplinary Assessment services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. A regional center shall classify a vendor as a Individual or Family Training provider if the vendor provides, or obtains, training services to consumers and/or their family members as necessary to implement an objective in the individual's IPP and for which an existing Title 17 service code is unavailable. The service provider is primarily engaged in providing social recreation activity services through this service code 056 vendorization.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$248,400.00 per year, or \$1,242,000.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 23 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 \$300.00 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Interdisciplinary Assessment services. services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase "usual and customary rate" ("U&C Rate") means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>center consumers or their families.</p> <p>Based on service provider’s current services, 100% of services are provided to non-regional center individuals.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>NLACRC’s Clinical team has an average of 280 psychological evaluations per month. Timely scheduling of new intake cases or assessment for a child nearing 3 years of age or 5 years of age when eligible under the Provisional Eligibility Program (PEP) is imperative to meet DDS-mandated timelines and provide consumers the appropriate access to services that may be needed.</p>

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

 Andrew Ramirez, Board Treasurer

 September 24, 2024
 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Sharn Sekhon, Psy.D.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Sharn Sekhon, Psy.D** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

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

Vendor #	Service Code	Service Code Description
P26102	785	Clinical Psychologist

Vendor Name: Efrain A. Beliz Jr., PhD
Vendor Number: PL2291
Service Code: 056
Service Code Description: Clinical Psychologist
Service Address: NLACRC Chatsworth & Santa Clarita Office

Service Description:

Clinical psychologist will conduct comprehensive psychological evaluations for children and teenagers applying for regional center services.

Service Area: San Fernando Valley, Antelope Valley, and Santa Clarita Valley

Staffing: N/A

Exceptional Conditions: Provider has requested rate to match rate paid by the general public.

Usual & Customary Rate Request:

- Median rate: \$155.76 per hour
- Market comparison examples: \$250.00/hour is standard in L.A. County as confirmed by NLACRC Clinical team. Additional costs will be added, when the evaluation is more complex, provides evaluation in a language other than English, and/or requires additional time to travel to geographically isolated areas with limited access to health care resources.
- Vendored psychologist assessment U&C range: \$150 – \$360/hour

Usual & Customary Rate Increase Request:

- If the U&C rate is denied, provider will close and will not be able to provide services to 46 consumers per month.
- NLACRC has an additional twenty Clinical Psychologists who provide assessments. However, the need for assessments exceeds the capacity of all current Clinical Psychologists, including Dr. Beliz. Without his services, assessment timelines will increase and delay the ability for consumers to receive Regional Center services.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Efrain A. Beliz Jr., PhD Vendor Number: PL2291, Service Code: 056
3.	The Purpose of the Contract	The service provider will provide Interdisciplinary Assessment services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. A regional center shall classify a vendor as a Individual or Family Training provider if the vendor provides, or obtains, training services to consumers and/or their family members as necessary to implement an objective in the individual's IPP and for which an existing Title 17 service code is unavailable. The service provider is primarily engaged in providing social recreation activity services through this service code 056 vendorization.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$662,400.00 per year, or \$3,312,000.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 46 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 \$400.00 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Interdisciplinary Assessment services. services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase "usual and customary rate" ("U&C Rate") means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>center consumers or their families.</p> <p>Based on service provider’s current services, 91% of services are provided to non-regional center individuals.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>NLACRC’s Clinical team has an average of 280 psychological evaluations per month. Timely scheduling of new intake cases or assessment for a child nearing 3 years of age or 5 years of age when eligible under the Provisional Eligibility Program (PEP) is imperative to meet DDS-mandated timelines and provide consumers the appropriate access to services that may be needed.</p>

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

 Andrew Ramirez, Board Treasurer

 September 24, 2024
 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Efrain A. Beliz Jr., PhD** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Efrain A. Beliz Jr., PhD** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: BuildAbility

Vendor #: PL2341

Svc Code:063

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
HL0300	950	Supported Employment - Group
HL0301	952	Supported Employment - Individual
H32824	520	Independent Living Services
H32993	515	Behavior Management Program
PL0210	110	Supplemental Day Services Program Support
PL1629	055	Community Integration Training Program
HL0788	880	Transportation Additional Component
PL1655	110	Supplemental Day Services Program Support
PL1981	102	Individual Training
PL2216	076	Coordinated Family Supports

Service Address: 12432 Foothill Blvd. Sylmar, CA 91342

Service Description: The purpose of the Community Activities Support Program is to enable participants to engage in inclusive and integrated social activities with peers who share the same interests. The goal of the program is to facilitate the growth of friendships through common interests and activities. Participants will be supported in accessing recreational and social participation in community activities with the focus on safety while involved in chosen activities

Service Area: San Fernando Valley

Staffing Ratio: 1:2

Staffing Qualifications:

JOB TITLE: Direct Support Mentor

SUMMARY OF POSITION: The Direct Support Mentor is responsible for training, evaluating, and supporting individuals with developmental disabilities in BuildAbility's Community Activities Support Services Program. Supports and services may include finding creative ways for participant to meet their goals, working with participant to find recreational activities that they enjoy, assisting in planning and executing plans for social engagement, and individualized support while participating in community activities. The Direct Support Mentor focuses on support based on each participant's individual goals and their Person-Centered Plan. The Person-Centered Plan focuses on a person's strengths and ability to direct their own lives with support and uses an individualized approach to assist each participant in overcoming any challenges that are a barrier to reaching their goals. The Direct Support Mentor performs their fiduciary responsibility to the organization within the ethical guidelines set forth by BuildAbility's Core Values.

JOB QUALIFICATION STANDARDS:

Work experience:

- Two years' experience working with individuals with developmental disabilities, preferred.
- Two years' experience in training, teaching and/or supervision of participant/students preferred.
- Familiarity with regional center funded services, preferred.

Education, Professional Training, Technical Training or Certification:

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: BuildAbility

Vendor #: PL2341

Svc Code:063

Date: 9/16/24

- High School Diploma required.
- Current CPR/First Aid Certification (or must obtain within first 60 days of employment).
- Positive teaching techniques preferred. If not already certificated, will obtain CPI training within first 60 days of employment.
- Must have valid California Driver's License and proof of automobile insurance OR Reliable mode of transportation (no mileage reimbursement)
- Reliable smartphone and willingness to download work-related applications.
- Proof of Criminal Background Clearance.

Employment Component: no

Exceptional Conditions: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Build Rehabilitation Industries dba Buildability Vendor Number: PL2341, Service Code: 63
3.	The Purpose of the Contract	A regional center shall classify a vendor as a Community Activities Support services if the vendor provides support on a time-limited basis to accomplish various activities for consumers. Service provider's primary goal is to support access to recreational and social participation in community activities.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$1,155,806.40 per year, or \$5,779,032.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 35 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 \$33.56 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$33.56 is based on a cost statement. 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." The provider's stated cost of \$33.70. However, the provider has agreed to accept the statewide median rate of \$33.56 per



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		hour. There is no NLACRC median rate.
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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Build Rehabilitation Industries dba Buildability** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Build Rehabilitation Industries dba Buildability** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Road to Independence, Inc.

Vendor #: PL2333

Svc Code: 076

Date: 9/16/24

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

Vendor #	Service Code	Description
HL0596	520	Road to Independence, Inc.
HL0686	862	Road to Independence, Inc.
PL1429	896	Road to Independence, Inc.

Service Address: 45030 Trevor Ave., Ste. B, Lancaster CA 93534

Service Description: A regional center shall classify a vendor as a CFS provider when the vendor coordinates and provides items identified below for adults who reside in the family home. CFS shall be tailored to the unique needs of the consumer and their family and provided in a manner that respects their language and culture. It shall be primarily provided in a person’s home. CFS may include, but is not limited to:

1. Identifying and providing supports necessary to successfully reside in the family home.
2. Providing assistance and training for the consumer and their family in navigating comprehensive services and supports that are tailored to meet their unique needs, including creating pathways to overcome barriers to accessing generic and other resources.
3. Providing additional information or resources on the consumer’s diagnosis and identified supports.
4. Coordinating consistency in training across providers specific to the needs of the consumer and their family.
5. Assisting with scheduling of service delivery including medical and other appointments.
6. Identifying transportation options or services.
7. Identifying backup providers/supports and providing those backup supports when the plan fails.
8. Providing futures planning for the consumer, including those living with aging caregivers.
9. Providing training to the consumer which maximizes their independence.

CFS shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the consumer and their family are receiving. CFS may not be provided by an individual who resides in the same home as the consumer. At minimum, the need shall be assessed annually, with progress being reported quarterly.

Service Area: Antelope Valley

Staffing: 1:1



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Road to Independence, Inc. Vendor Number: PL2333, Service Code: 076
3.	The Purpose of the Contract	Contractor provides Coordinated Family Support (CFS) Services pursuant to the State’s Budget Bill for developmental services, SB 188 (Chapter 49, Statutes of 2022) where WIC, Section 4688.06 was added establishing the Coordinated Family Support Services that recognize the right of adults with developmental disabilities to reside and continue to reside in the family home. CFS services will be provided in a manner that are tailored to the unique needs of the consumer and are respectful of the language, ethnicity, and culture of the family home.
4.	The Contract Term	Five (5) year contract effective October 1, 2024 through September 30, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$182,145.00 per year, or \$910,725.00 over the entire five (5) year term of the contract based on description of services and estimated calculations.
6.	The Total Proposed Number of Consumers Served	Projected 5 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 DDS-set rates: \$60.02/hour for assessment and CFS and \$31.40/hour for direct services.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Coordinated Family Support services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS Set Rate as established on DDS directive dated January 27, 2023.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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 Coordinated Family Support Agreement (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Coordinated Family Support Agreement (“**Agreement**”, or “**Contract**”) for **Road to Independence, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Road to Independence, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s 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 interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

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

Vendor #	Service Code	Service Code Description	Vendor Name
HL1022	915	Adult Residential Facility	A’Villa Inc.

Vendor Name: A’Villa Inc.

Vendor Number: PL2347

Service Code: 109

Service Code Description: Supplemental Residential Program Support

Service Address: 6532 Gloria Ave. Van Nuys, CA 91406

Service Description: Supplemental Residential Program Support consists of time limited support the residential provider obtains in excess of the amount required by regulation. Supplemental Residential Program Support is designed to implement an objective in the consumer’s IPP and allow the consumer to remain in their current residential environment. Supplemental Residential Program Support services include, but are not limited to: assistance and training in skills for activities of daily living and in socially appropriate skills to replace (and serve the same function/purpose as) challenging behavior.

Staffing: Direct Care Staff is responsible for direct care of consumers to ensure their needs are met to their satisfaction. Qualifications include: At least 18 years of age or older, hands-on prior experience with elderly and developmentally disabled individuals, Direct Support Professional (DSP) 1 and 2.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	A'Villa Inc Vendor Number: PL2347, Service Code: 109
3.	The Purpose of the Contract	Contractor will provide Supplemental Residential Services Program Support services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide, or obtain, time limited supplemental staffing in excess of the amount required by regulation. Supplemental Residential Program Support is designed to implement an objective in the consumer's IPP and allows the consumer to remain in their current residential environment. Supplemental Residential Program Support services include, but are not limited to: assistance and training in skills for activities of daily living and in socially appropriate skills to replace (and serve the same function/purpose as) a challenging behavior.
4.	The Contract Term	Five (5) year contract effective May 01, 2024 through April 30, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$191,231.04 per year, or \$956,155.20 over the entire five (5) year term of the contract based on the cost statement and projected utilization for 24/7 support for 1 consumer.
6.	The Total Proposed Number of Consumers Served	Projected 1 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 \$21.89 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Supplemental Residential Program Support services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$21.89 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>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.” The provider’s stated cost of \$21.89 is the same as the Statewide and NLACRC median rates of \$21.89 per hour.</p>
<p>10.</p>	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>Term is retroactive to May due to service need upon move in of new client in May 2024 for existing residential home that has been vendored since February 2023.</p>

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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **A’Villa Inc** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **A’Villa Inc** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, Chief Financial Officer, or Human Resources Director, 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Achieve Speech Associates

Vendor #: PL2360

Svc Code:116

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
PL1757	707	Speech Pathology

Service Address: 16550 Ventura Blvd. Suite 405, Encino, CA. 91436

Service Description: A regional center shall classify an individual SMA/U&C/Neg as an Early Start Therapeutic Services provider if the person provides services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. These services must be identified in the Individualized Family Service Plan. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities. Refer to Program Advisory: Early Start Special Service Code (CFSB 01- 1), October 12, 2001.

Service Area: SFV

Staffing Ratio: 1:1

Staffing Qualifications: Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities.

Employment Component: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Achieve Speech Associate Inc. Vendor Number: PL2360, Service Code: 116
3.	The Purpose of the Contract	Contractor provides Early Start Therapeutic Services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$607,973.76 per year, or \$3,039,868.80 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 177 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 \$143.12 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Early Start Specialized Therapeutic Services services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$143.12 is based on a cost statement. 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



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>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 cost is \$144.14. However, the provider has agreed to accept the statewide median rate of \$143.12 per hour for speech, hearing and language – bilingual services, which is the same as the statewide median rate. There is no NLACRC median rate. The statewide median rate for all additional service delivery is lower than the \$143.12 per hour rate:</p> <ul style="list-style-type: none"> - Assessment: \$127.15/hour - Individual OT, PT or Speech: \$124.24/hr - 1:2 Speech: \$72.68/hour - 1:3 Speech: \$68.46/hour
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	None

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

 Andrew Ramirez, Board Treasurer

September 24, 2024

 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Achieve Speech Associate Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Achieve Speech Associate Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024.**

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Gerscovich, Sandra

Vendor #: PL2342

Svc Code:116

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
PL0879	707	Speech Pathology

Office Address: 22815 Crespi Street, Woodland Hills, CA 91364

Service Description: A regional center shall classify an individual as an Early Start Therapeutic Services provider if the person provides services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. These services must be identified in the Individualized Family Service Plan. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities. Refer to Program Advisory: Early Start Special Service Code (CFSB 01- 1), October 12, 2001.

Service Area: SFV (in-home services)

Staffing Ratio: 1:1

Staffing Qualifications: Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities.

Employment Component: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New - Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Gerscovich, Sandra Vivian Vendor Number PL2342, Service Code 116
3.	The Purpose of the Contract	Contractor will provide Early Start Specialized Therapeutic Services to consumers aged birth to thirty-six (36) months who require specialized services as deemed necessary based on informed clinical opinion. The services must be identified in the Individualized Family Service Plan. Early Start Specialized Therapeutic Services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year's experience working with persons with developmental disabilities.
4.	The Contract Term	Five (5) year contract effective November 1, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$152,785.80 per year, or \$763,929 over the entire five (5) year term of the contract based on a cost statements. Projected annual cost per service: - Speech, Hearing and Language Services: \$126,847.20 - Speech, Hearing and Language Assessment: \$25,938.60



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

6.	The Total Proposed Number of Consumers Served	<p>Projected 5 authorizations per month (each consumer anticipated to receive multiple services within the program).</p> <p>Projected authorizations per service:</p> <ul style="list-style-type: none"> - Assessments: 5 - Speech, Hearing and Language Services: 5
7.	The Rate of Payment or Payment Amount	<p>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate.</p>
8.	Method or Process Utilized to Award the Contract.	<p>Based on vendorization requirements under statute and regulation for Early Start Specialized Therapeutic Services.</p>
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Negotiated hourly rate of \$127.15 per assessment and \$124.36 per hour for speech, hearing and language services is based on a cost statement. 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.” The provider’s stated cost is \$153.56. However, the provider has agreed to accept the statewide median rates of \$127.15 per assessment and \$124.24 per hour for speech, hearing and language services. There is no NLACRC median rate.</p>
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	<p>No</p>

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

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Gerscovich, Sandra Vivian** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Gerscovich, Sandra Vivian** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Consumer & Community Services Officer, Chief Financial Officer, Chief Human Resources Officer, or Chief Information 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Maxima Therapy and Speech Clinic

Vendor #:PL2361

Svc Code:116

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
HL0961	805	Infant Development Program

Office Address: 3940 Laurel Canyon Blvd, Studio City, CA 91604

Service Description: A regional center shall classify an individual as an Early Start Therapeutic Services provider if the person provides services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. These services must be identified in the Individualized Family Service Plan. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities. Refer to Program Advisory: Early Start Special Service Code (CFSB 01- 1), October 12, 2001.

Service Area: AV, SCV, and SFV (home-based services)

Staffing Ratio: 1:1

Staffing Qualifications: Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities.

Employment Component: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New - Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Maxima Therapy & Speech Clinic Vendor Number PL2361, Service Code 116
3.	The Purpose of the Contract	Contractor will provide Early Start Specialized Therapeutic Services to consumers aged birth to thirty-six (36) months who require specialized services as deemed necessary based on informed clinical opinion. The services must be identified in the Individualized Family Service Plan. Early Start Specialized Therapeutic Services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year's experience working with persons with developmental disabilities.
4.	The Contract Term	Five (5) year contract effective October 1, 2024 through September 30, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$7,458,612 per year, or \$37,293,060 over the entire five (5) year term of the contract based on four (4) cost statements, one per median rate. Projected annual cost per service: <ul style="list-style-type: none"> - Assessments: \$30,516 - Occupational Therapy: \$1,789,056.00 - Speech, Hearing and Language Services (bilingual): \$2,060,928 - SHL Services: \$1,789,056.00 - Physical Therapy: \$1,789,056.00



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

6.	The Total Proposed Number of Consumers Served	<p>Projected 100 authorizations per month (each consumer anticipated to receive multiple services within the program).</p> <p>Projected authorizations per service:</p> <ul style="list-style-type: none"> - Assessments: 20 - Occupational Therapy: 20 - Speech, Hearing and Language Services (bilingual): 20 - Speech, Hearing and Language Services: 20 - Physical Therapy: 20
7.	The Rate of Payment or Payment Amount	<p>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate.</p>
8.	Method or Process Utilized to Award the Contract.	<p>Based on vendorization requirements under statute and regulation for Early Start Specialized Therapeutic Services.</p>
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Negotiated hourly rate of \$143.12 is based on a cost statement. 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.” The provider’s stated cost is \$144.14. However, the provider has agreed to accept the statewide median rate of \$143.12 per hour for speech, hearing and language – bilingual services, which is the same as the statewide median rate. There is no NLACRC median rate. The statewide median rate for all additional service delivery is lower than the \$143.12 per hour rate:</p> <ul style="list-style-type: none"> - Assessment: \$127.15/hour - Individual OT, PT or Speech: \$124.24/hr



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	DDS approval for this service code is required per Title 17 regulation and 2013 program advisory. NLACRC received DDS approval to vendor service code 116 programs on August 31, 2021. Request for Vendorization (“RFV”) published on October 15, 2021. There is no start-up funding associated with this RFV.
-----	--	--

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

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Maxima Therapy and Speech Clinic** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Maxima Therapy and Speech Clinic**. was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Consumer & Community Services Officer, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Dreamy Speech Therapy DBA

Vendor #:PL2338

Svc Code:116

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
n/a		

Service Address: In Home/Natural Environment

Service Description: A regional center shall classify an individual as an Early Start Therapeutic Services provider if the person provides services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. These services must be identified in the Individualized Family Service Plan. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities. Refer to Program Advisory: Early Start Special Service Code (CFSB 01- 1), October 12, 2001.

Service Area: SFV

Staffing Ratio: 1:1

Staffing Qualifications: Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities.

Employment Component: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Roya Darabi Parsa dba Dreamy Speech Therapy Vendor Number: PL2338, Service Code: 116
3.	The Purpose of the Contract	Contractor provides Early Start Therapeutic Services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$59,692.80 per year, or \$298,464.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 8 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 \$124.36 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Early Start Specialized Therapeutic Services services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$124.36 is based on a cost statement. 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



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost of \$124.36 is the same as the Statewide Median rate of 124.36 per hour, and there is no NLACRC median rate.
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 Professional Services Agreement (“Contract”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Roya Darabi Parsa dba Dreamy Speech Therapy** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Roya Darabi Parsa dba Dreamy Speech Therapy** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: All Access Communication

Vendor #:PL2355

Svc Code:116

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description

Office Address: 17101 Simonds Street, Granada Hills, CA 91344

Service Description: A regional center shall classify an individual as an Early Start Therapeutic Services provider if the person provides services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. These services must be identified in the Individualized Family Service Plan. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities. Refer to Program Advisory: Early Start Special Service Code (CFSB 01- 1), October 12, 2001.

Service Area: SFV

Staffing Ratio: 1:1

Staffing Qualifications: Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities.

Employment Component: no

Exceptional Conditions: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Sierra Kiley Rojas dba All Access Communication Speech Therapy Vendor Number: PL2355, Service Code: 116
3.	The Purpose of the Contract	Contractor provides Early Start Therapeutic Services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$59,692.80 per year, or \$298,464.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 8 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 \$124.36 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Early Start Specialized Therapeutic Services services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$124.36 is based on a cost statement. 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



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost is \$125.46, but the provider agrees to accept the Statewide Median rate of \$124.36 per hour, and there is no NLACRC median rate.
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 Professional Services Agreement (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Sierra Kiley Rojas dba All Access Communication Speech Therapy** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Sierra Kiley Rojas dba All Access Communication Speech Therapy** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Willow Tree Therapy

Vendor #: PL2342

Svc Code: 116

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description

Service Address: In Home/Natural Environment

Service Description: A regional center shall classify an individual as an Early Start Therapeutic Services provider if the person provides services for consumers aged birth to 36 months who require specialized services, as deemed necessary based on informed clinical opinion. These services must be identified in the Individualized Family Service Plan. Early Start specialized therapeutic services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities. Refer to Program Advisory: Early Start Special Service Code (CFSB 01- 1), October 12, 2001.

Service Area: SFV

Staffing Ratio: 1:1

Staffing Qualifications: Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year’s experience working with persons with developmental disabilities.

Employment Component: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New - Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Willow Tree Therapy Vendor Number PL2340, Service Code 116
3.	The Purpose of the Contract	Contractor will provide Early Start Specialized Therapeutic Services to consumers aged birth to thirty-six (36) months who require specialized services as deemed necessary based on informed clinical opinion. The services must be identified in the Individualized Family Service Plan. Early Start Specialized Therapeutic Services include, but are not limited to: services necessary to increase or maintain health and/or developmental progress; and, when provided as ancillary to these services, family and/or individual education and training; family support and counseling; provider travel; interagency consultation; and consultation with and training for other involved professionals. Vendors shall be individuals offering these services, and shall ensure possession of licenses, certifications and/or credentials as required by the State of California to practice in the field being offered. In addition, the vendor shall have at a minimum, one year's experience working with persons with developmental disabilities.
4.	The Contract Term	Five (5) year contract effective October 1, 2024 through September 30, 2029.
5.	The Total Amount of the Contract	<p>Projected annual cost is \$152,785.80 per year, or \$763,929 over the entire five (5) year term of the contract based on a cost statements.</p> <p>Projected annual cost per service:</p> <ul style="list-style-type: none"> - Speech, Hearing and Language Services: \$126,847.20 - Speech, Hearing and Language Assessment: \$25,938.60



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

6.	The Total Proposed Number of Consumers Served	<p>Projected 5 authorizations per month (each consumer anticipated to receive multiple services within the program).</p> <p>Projected authorizations per service:</p> <ul style="list-style-type: none"> - Assessments: 5 - Speech, Hearing and Language Services: 5
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.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Early Start Specialized Therapeutic Services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Negotiated hourly rate of \$143.12 is based on a cost statement. 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.” The provider’s stated cost is \$173.75. However, the provider has agreed to accept the statewide median rate of \$143.12 per hour for speech, hearing and language – bilingual services, which is the same as the statewide median rate. There is no NLACRC median rate. The statewide median rate for all additional service delivery is lower than the \$143.12 per hour rate:</p> <ul style="list-style-type: none"> - Assessment: \$127.15/hour
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	No



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the above Professional Services Agreement ("**Contract**") and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Willow Tree Therapy** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Willow Tree Therapy** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Consumer & Community Services Officer, Chief Financial Officer, Chief Human Resources Officer, or Chief Information 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Assurance Family Services

Vendor #: HL1122

Svc Code: 520

Date: 9/22/23

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

Vendor #	Service Code	Description
PL2174	055	Community Integration Training program

Office Address: 1160 N Maclay Avenue, Suite 201, San Fernando, CA 91340

Service Description: Independent Living Services are most effectively provided within the natural setting in which the target skills will be used regularly. Supports are provided at a ratio of one staff member to one consumer (1:1). Through the acquisition of functional life skills, a consumer's quality of life is expected to increase. Services available in English and Spanish.

Service Area: San Fernando Valley

Staffing: 1:1

Employment Component: n/a

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Agreement for Independent Living Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Assurance Family Services HL1122-520 (1:1 Ratio)
3.	The Purpose of the Contract	The service provider will provide Independent Living Program services pursuant to Title 17, Section 17 CCR. Division 2, Chapter 3, subchapter 5, Sections 56710 through 56756. The service provider will provide Independent Living Program services, and is primarily engaged in providing Independent Living Program
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$92,342.26 per year, or \$461,711.30 over the entire five (5) year term of the contract based on based on average expenditure of current 520 vendorizations vendored within the last 5 years.
6.	The Total Proposed Number of Consumers Served	Projected 7 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 DDS Set rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Independent Living Program services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Service code 520 is a DDS Set Rate. Effective 01/01/2024, rate is \$46.29/HD.
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 Agreement for Independent Living Services (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Agreement for Independent Living Services (“**Contract**”) for **Assurance Family Services** passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Assurance Family Services** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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, Chief Consumer & Community Services Officer, Chief Financial Officer, or Chief Information 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: CREATIVE MINDS ADP, INC.

Vendor #: PL2297

Svc Code: 605

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
HL0516	505	ACTIVITY CENTER
HL0528	880	TRANSPORTATION ADDITIONAL COMPONENT
HL0616	520	INDEPENDENT LIVING SERVICES
PL1230	110	SUPPLEMENTAL DAY SRVS PRGM SUPPORT
PL1293	896	SUPPORTED LIVING
PL1547	034	MONEY MANAGEMENT
PL2225	076	COORDINATED FAMILY SUPPORTS

Business Address: 6045 WOODMAN AVE VAN NUYS, CA 91401

Service Description: Adaptive Skills Trainer – to provide Adaptive Skills Training to individuals between the ages of 6 to 22 yrs old, to coach individuals with developmental disabilities on improving their existing functional skills. The course of treatment will be for 18 months, in six-month intervals. It is anticipated that service recipient’s acquisition of skills will be accomplished by the end of the service interval. Continuation of service beyond this point will be contingent on the appropriateness of the services, as determined by IEP/IPP planning

Service Area: AV, SCV, SFV

Staffing Ratio: 1:1

Staffing Qualifications: A master’s degree in one of the following: education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation; and must have at least one year of experience in the design and implementation of adaptive skills training plans

Employment Component: no

Exceptional Conditions: n/a

Usual & Customary Rate Request: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Creative Minds ADP, Inc. Vendor Number: PL2297, Service Code: 605
3.	The Purpose of the Contract	The service provider will provide Assistive Technology training services pursuant to Title 17, Section 54342(a)(3), which provides that a regional center shall classify a vendor as an adaptive skills trainer if the vendor possesses the skills, training and education necessary to enhance existing consumer skills. An adaptive skills trainer may also remedy consumer skill deficits in communication, social function or other related skill areas and shall meet the following requirements: <ul style="list-style-type: none"> • Possess a Master’s Degree in one of the following: education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation; and have at least one (1) year of experience in the design and implementation of adaptive skills training plans.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$129,870.00 per year, or \$649,350.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 3 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 \$92.50 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Adaptive Skills Training services.
9.	Method or Process Utilized to Establish the Rate or the Payment	Negotiated hourly rate of \$92.50 is based on a cost statement. The rate negotiated complies with



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

	Amount	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.” The provider’s stated cost of \$92.50 is the same as the Statewide Median rate of \$92.50 and lower than the NLACRC median rate of \$100.51 per hour.
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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Creative Minds ADP, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Creative Minds ADP, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on .

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Illuminate Minds

Vendor #: PL2348

Svc Code: 605

Date: 9/22/23

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

Vendor #	Service Code	Description
n/a		

Office Address: 8138 Foothill Blvd # 200, Sunland, CA 91040

Service Description: The Illuminate Minds Adaptive Skills program aids individuals with developmental disabilities by teaching them essential life skills identified in their IPP goals, fostering independence and enhancing their quality of life. For example, if a consumer lacks independent self-help abilities such as dressing, bathing, and meal preparation, a customized program will be created to address those adaptive skills.

Services Will be provided to consumers 3-21

Service Area: San Fernando Valley

Staffing: 1:1

Requirements

Master's Degree (in Psychology, Education, Social Work, Counseling, Nursing

- Behavior Analysis, Behavioral Medicine, Speech and language, Rehabilitation, or a related field)
- Must have a valid driver's license, car insurance, and a clean record with no felonies, no misdemeanors, or consistent traffic violations.
- Must have TB test, and criminal background clearance.
- Have at least 1 year of experience in the design and implementation of adaptive skills training plans
- Have at least 1 year of working experience with developmentally disabled individuals
- Capable of lifting 50+ pounds
- CPR and HIPPA Training, Safety First Training, and Mandated Reporting (procedures, laws, regulations) Training.
- Clean driving record for 2 years
- Familiarity with HIPPA
- Licensed, Registered or Certified in one of the following fields and 5 years of experience in human services field, occupational therapy, special education, psychology, nursing, creative arts therapy, speech and language therapy, BCBA certified, DIR certified.
- Previous experience working with developmental disabilities such as Autism, Down Syndrome, Fragile X, Asperger Syndrome, Cerebral Palsy, ADHD.
- Previous experience with the following: ABA, BCBA, Adaptive skills, Adaptive skills trainer Aide, Supported living, Supportive employment, Clinical Supervisor, Behavior Technician, Behavioral educator, ABA, Caregiver, Special Education

Employment Component: n/a

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Illuminate Minds Vendor Number: PL2348, Service code 605
3.	The Purpose of the Contract	<p>The service provider will provide adaptive skills training services pursuant to Title 17, Section 54342(a)(3), which provides that a regional center shall classify a vendor as an adaptive skills trainer if the vendor possesses the skills, training and education necessary to enhance existing consumer skills. An adaptive skills trainer may also remedy consumer skill deficits in communication, social function or other related skill areas and shall meet the following requirements:</p> <ul style="list-style-type: none"> • Possess a Master’s Degree in one of the following: education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation; and have at least one (1) year of experience in the design and implementation of adaptive skills training plans.
4.	The Contract Term	Five (5) year contract effective November 1, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$142,080, or \$710,400.00 over the entire five (5) year term of the contract based on the cost statement based on projected 8 hours per month service delivery.
6.	The Total Proposed Number of Consumers Served	Projected 16 consumers per month.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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 \$92.50 per session rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Adaptive Skills Trainer services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated rate of \$92.50 per session is based on the statewide median rate. For service providers vendored by NLACRC after July 1, 2008, the rate negotiated must comply 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 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.” The provider’s stated cost of \$101.06 per hour is higher than the statewide median rates of \$92.50 per session effective January 1, 2023 and NLARC median rate of \$100.51. Provider agrees to accept the NLACRC median rate of \$9.50 per hour.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	No.

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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer	September 24, 2024 Date
---------------------------------	----------------------------



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Contract**”) for **Illuminate Minds** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees’ Contract Policy, the Contract between NLACRC and **Illuminate Minds** has been reviewed and is hereby approved by NLACRC’s Board of Trustees on **October 9, 2024**.

NLACRC’s 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 interim Executive Director, Deputy, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: PURE AUTISM COUNSELING CENTER, INC

Vendor #:PL2350

Svc Code:612

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
PL2351	615	Behavior Management Assistant

Business Address: 17702 SIERRA HWY SANTA CLARITA, CA 91351

Service Description: BEHAVIOR ANALYST – to provide assessments, supervision, and in-home parent training. Age served from 2 years to 25 years old.

Program Curriculum:

● VBMAPP (Verbal Behavior Milestones Assessment and Placement Program), Vineland-III and AFLS (Assessment of Functional Living Skills) assessments will aid in the creation of each client’s curriculum. Goals will be taken from each assessment where the consumer demonstrates a need. Additional assessment tools may be used, at the discretion of the supervising BCBA, to better assess need.

o VBMAPP Curriculum Level One: Mand, Tact, Listener Responding, Visual Perceptual/Matching to Sample, Independent Play, Social Skills, Imitation, Echoic Training and Vocal Skills

o VBMAPP Curriculum Level Two: Mand, Tact, Listener Responding, Visual Perceptual/Matching to Sample, Independent Play, Social Skills, Imitation, Echoic Training, Listener Responding by Function Feature and Class, Intraverbals, Group Instruction and Linguistics.

o VBMAPP Level Three: Mand, Tact, Listener Responding, Visual Perceptual/ Matching to Sample, Independent Play, Social Skills, Reading, Writing, Listener Responding by Function Feature and Class, Intraverbals, Group Instruction, Linguistics and Mathematics.

o Vineland-III Domains: Communication, Daily Living Skills, Socialization and Motor Skills.

PACC Program Design 5

o Vineland- III Subdomains: Receptive communication, Expressive communication, Written communication, Personal daily living skills, Domestic daily living skills, Community daily living skills, Interpersonal relationships, Play and Leisure Skills, Coping Skills, Gross/Fine motor Skills.

Teaching Strategies:

- Antecedent Strategies
- Consequence Strategies
- Replacement Skills

Service Area: SCV

Staffing Ratio: 1:1

Staffing Qualifications: Must have a current Board-Certified Behavior Analyst (BCBA) certification. Must have a Masters degree in Applied Behavior Analysis (ABA), Psychology, Education, or a related field.

A minimum of three years of recent experience working with individuals diagnosed with autism spectrum disorder (ASD).

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: PURE AUTISM COUNSELING CENTER, INC

Vendor #:PL2350

Svc Code:612

Date: 9/16/24

Knowledge of early childhood development, ABA assessment tools, procedures, and experience developing positive behavior support plans, developing treatment programs, teaching social significant skills across various domains.

Must have a valid driver's license & pass 36-month DMV history check.

Experience developing, writing, implementing, and evaluating individual behavioral programs.

Experience training staff in behavioral principles and procedures.

Knowledge of current methods and techniques of ABA and discrete trail training (DTT); ability to communicate effectively verbally and in written form, across clients, parents and professionals.

Employment Component: no

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Pure Autism Counseling Center, Inc. Vendor Number: PL2350, Service Code: 612
3.	The Purpose of the Contract	The service provider will provide Behavior Analyst services pursuant to Title 17, Section 54342 . The service provider will assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$3,375,206.40 per year, or \$16,876,032.00 over the entire five (5) year term of the contract based on the cost statement and estimated 4 hours per month of services.
6.	The Total Proposed Number of Consumers Served	Projected 640 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 \$109.87 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Behavior Analyst services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$109.87 is based on a cost statement. 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,



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		whichever is lower.” The provider’s stated cost is \$183.21. However, the provider has agreed to accept the statewide median rate of \$109.87, which is lower than NLACRC median rate of \$115.92 per hour.
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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Pure Autism Counseling Center, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Pure Autism Counseling Center, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s 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 Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: PURE AUTISM COUNSELING CENTER, INC

Vendor #:PL2351

Svc Code:615

Date: 9/16/24

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

Vendor #	Service Code	Service Code Description
PL2350	612	Behavior Analyst

Business Address: 17702 SIERRA HWY SANTA CLARITA, CA 91351

Service Description: Behavior Management Assistant – to provide direct in-home behavioral services and intensive ABA services. Age served from 2 years to 25 years old.

Program Curriculum:

● VBMAPP (Verbal Behavior Milestones Assessment and Placement Program), Vineland-III and AFLS (Assessment of Functional Living Skills) assessments will aid in the creation of each client’s curriculum. Goals will be taken from each assessment where the consumer demonstrates a need. Additional assessment tools may be used, at the discretion of the supervising BCBA, to better assess need.

o VBMAPP Curriculum Level One: Mand, Tact, Listener Responding, Visual Perceptual/Matching to Sample, Independent Play, Social Skills, Imitation, Echoic Training and Vocal Skills

o VBMAPP Curriculum Level Two: Mand, Tact, Listener Responding, Visual Perceptual/Matching to Sample, Independent Play, Social Skills, Imitation, Echoic Training, Listener Responding by Function Feature and Class, Intraverbals, Group Instruction and Linguistics.

o VBMAPP Level Three: Mand, Tact, Listener Responding, Visual Perceptual/ Matching to Sample, Independent Play, Social Skills, Reading, Writing, Listener Responding by Function Feature and Class, Intraverbals, Group Instruction, Linguistics and Mathematics.

o Vineland-III Domains: Communication, Daily Living Skills, Socialization and Motor Skills. PACC Program Design 5

o Vineland- III Subdomains: Receptive communication, Expressive communication, Written communication, Personal daily living skills, Domestic daily living skills, Community daily living skills, Interpersonal relationships, Play and Leisure Skills, Coping Skills, Gross/Fine motor Skills.

Teaching Strategies:

- Antecedent Strategies
- Consequence Strategies
- Replacement Skills

Service Area: SCV

Staffing Ratio: 1:1

Staffing Qualifications: Possesses a Bachelor of Arts Or Science Degree and has either:

1. Twelve semester units in applied behavior analysis and one year of experience implementing behavior modification intervention services; or
 2. Two years of experience implementing behavior modification intervention services.
- Valid driver's license & auto insurance, TB clearance, clear criminal background check,

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: PURE AUTISM COUNSELING CENTER, INC

Vendor #:PL2351

Svc Code:615

Date: 9/16/24

Minimum of 1-year commitment is REQUIRED and must be open to working with diverse cultures and socioeconomic statuses. Perform ABA treatment methods provided by the BCBA for each client cases.

Employment Component: no

Exceptional Conditions: no



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Pure Autism Counseling Center, Inc. Vendor Number: PL2351, Service Code: 615
3.	The Purpose of the Contract	The service provider will provide Behavior Management Assistant services pursuant to Title 17, Section 54342 . The service provider will assess the function of a behavior of a consumer and will design, implement, and evaluate instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior, under direct supervision of a Behavior Analyst or Behavior Management Consultant,
4.	The Contract Term	Five (5) year contract effective October 01, 2024 through September 30, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$3,868,800.00 per year, or \$19,344,000.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 125 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 \$64.48 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Behavior Management Assistant services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$64.48 is based on a cost statement. 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



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		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 cost is \$65.17 per hour. However, the provider has agreed to accept the statewide median rate of \$64.48, which is lower than NLACRC median rate of \$65.76 per hour.
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 the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Pure Autism Counseling Center, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Pure Autism Counseling Center, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Pediatric Therapy Care: Speech Language Pathology Corporation

Vendor #: PL2331

Svc Code: 707

Date: 9/16/24

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

Vendor #	Service Code	Description
N/A		

Service Address: 5847 Alcove Ave., Valley Village, CA 91607

Service Description: Speech Pathology Services

Service Area: San Fernando Valley

Staffing: 1:1

Service Description: SG Speech Therapy will provide in-home/natural environment-based Speech Pathology services to NLACRC consumers ages 18 months to 3 years old. Services can be provided in English and Hebrew.

Employment Component: n/a

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Pediatric Therapy Care: Speech Language Pathology Corporation Vendor Number: PL2331, Service Code: 707
3.	The Purpose of the Contract	The vendor shall provide speech pathology services. The vendor is a speech pathologist who is validly licensed as a speech pathologist by the Speech Pathology and Audiology Examining Committee of the Medical Board of California; and provides: 1. Diagnostic screening; and 2. Preventative and corrective therapy for persons with speech or language disorders.
4.	The Contract Term	Five (5) year contract effective October 01, 2024 through September 30, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$159,647.15 per year, or \$798,235.75 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 27 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 Schedule of Maximum Allowances (SMA) rate per consumer.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Speech Pathology services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The maximum rate of reimbursement shall be in accordance with the Schedule of Maximum Allowances (SMA), 17 CCR, Section 57332(b)(25).



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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 Professional Services Agreement (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Pediatric Therapy Care: Speech Language Pathology Corporation** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Pediatric Therapy Care: Speech Language Pathology Corporation** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

SG Speech Therapy, Inc.

Vendor #: PL2326

Svc Code: 707

Date: 9/16/24

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

Vendor #	Service Code	Description
N/A		

Service Address: 4505 Las Virgenes Road Suite 203
Calabasas, CA 91302

Service Description: Speech Pathology Services

Service Area: San Fernando Valley

Staffing: 1:1

Service Description SG Speech Therapy will provide clinic-based Speech Pathology services to NLACRC consumers. Services can be provided in Spanish or English.

Employment Component: n/a

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	SG Speech Therapy Inc Vendor Number: PL2326, Service Code: 707
3.	The Purpose of the Contract	The vendor shall provide speech pathology services. The vendor is a speech pathologist who is validly licensed as a speech pathologist by the Speech Pathology and Audiology Examining Committee of the Medical Board of California; and provides: 1. Diagnostic screening; and 2. Preventative and corrective therapy for persons with speech or language disorders.
4.	The Contract Term	Five (5) year contract effective October 01, 2024 through September 30, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$159,647.15 per year, or \$798,235.75 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 27 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 Schedule of Maximum Allowances (SMA) rate per consumer.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Speech Pathology services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The maximum rate of reimbursement shall be in accordance with the Schedule of Maximum Allowances (SMA), 17 CCR, Section 57332(b)(25).



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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 Professional Services Agreement (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date

Contract Summary and Board Resolution



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **SG Speech Therapy Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **SG Speech Therapy Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024.**

NLACRC’s 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 Interim Executive Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Access One Homecare Services

Vendor #: PL2329

Svc Code: 896

Date: 9/16/24

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

Vendor #	Service Code	Description
PL1950	062	Personal Assistance
HL0936	520	ILS (1:1)
HL0940	520	ILS (1:2)
HL0941	520	ILS (1:3)
HL0919	862	In-Home Respite Services

Service Address: 23550 Lyons Avenue, Suite 212, Newhall, CA 91321

Service Description: Supported Living Services

Service Area: San Fernando Valley, Santa Clarita Valley & Antelope Valley

Staffing: 1:1, 1:2, 1:3 ratio

Service Description Access One Homecare is an agency that will provide supported living services to support NLACRC consumers so that they can live in their own home and maximize their independence. The mission of the Access One Homecare SLS program is to empower consumers with the intent to increase and manage their level of independence and quality of life in their own homes; by developing functional skills, overcoming obstacles, and creating systems of support.

Employment Component: n/a

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Agreement For Supported Living Services Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Access One Homecare Services Inc Vendor Number: PL2329, Service Code: 896
3.	The Purpose of the Contract	Contractors provide supported living services(SLS) pursuant to Title 17, Sections 58600 through 58680. WIC, Section 4689 provides that supported living services provide opportunities for adults with developmental disabilities, regardless of the degree of disability, to live in homes that they own or lease with support available as often and for as long as it is needed, when that is the preferred objective in the individual program plan.
4.	The Contract Term	Five (5) year contract effective November 01, 2024 through October 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$659,577.60 per year, or \$3,297,888.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 11 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 \$34.70 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$34.70 is based on a cost statement. 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.” The provider’s stated cost



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>of \$40.70. However, the provider has agreed to accept the lower statewide median rate of \$34.70. There is no NLACRC median rate.</p> <p>The statewide median rate for 1:2 services is \$15.19 per hour and for 1:3 services is \$9.80 per hour.</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 Agreement For Supported Living Services (“Contract”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Agreement For Supported Living Services (“**Agreement**”, or “**Contract**”) for **Access One Homecare Services Inc** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Access One Homecare Services Inc** was reviewed and approved by NLACRC’s Board of Trustees on **October 09, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Strategic Concepts ILS, Inc.

Vendor #: PL2250

Svc Code: 896

Date: 9/16/24

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

Vendor #	Service Code	Description
HL0951	520	ILS
PL2201	076	CFS

Service Address: 21900 Burbank Blvd. #3039
Woodland Hills, CA 91367

Service Description: Supported Living Services

Service Area: San Fernando Valley, Santa Clarity Valley & Antelope Valley

Staffing: 1:1 ratio

Service Description Strategic Concepts is an agency that will provide supported living services to support NLACRC consumers so that they can live in their own home and maximize their independence. The mission of the Strategic Concepts SLS program is to empower consumers with the intent to increase and manage their level of independence and quality of life in their own homes; by developing functional skills, overcoming obstacles, and creating systems of support.

Employment Component: n/a

Exceptional Conditions: n/a



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

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	Strategic Concepts ILS, Inc. Vendor Number: PL2250, Service Code: 896
3.	The Purpose of the Contract	Contractor provides supported living services (SLS), pursuant to Title 17, section 58600 thru 58680. Pursuant to WIC, Section 4689, provides that supported living services provide opportunity for adults with developmental disabilities regardless of the degree of disability, to live in homes that they own or lease with support available as often and for as long as it is needed, when that is the preferred objective in the individual program plan.
4.	The Contract Term	Five (5) year contract effective August 01, 2024 through July 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$199,872.00 per year, or \$999,360.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 12 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 \$34.70 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Supported Living Services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$34.70 is based on a cost statement. 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



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		for the same service code and unit of service, whichever is lower.” The provider’s stated cost of \$36.82 is above the State Median Rate of \$34.70 per hour, and there is no NLACRC Median rate. Provider agrees to accept the median rate of \$34.70 per hour.
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 Agreement for Supported Living Services (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024

Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Agreement for Supported Living Services (“**Agreement**”, or “**Contract**”) for **Strategic Concepts ILS, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Strategic Concepts ILS, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s 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 interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Amendment for HCBS Compliance Services Agreements – project #1, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	<p>Department of Developmental Services (“DDS”) approval of funding concepts to comply with the CMS Final Rules (“HCBS Funding Concepts”).</p> <p>Service code: 999 (non-start up development funds)</p> <p>DDS has previously approved re-allocation of \$1,690 funds previously approved for project #2 (Yukon Learning) and \$150,310 funds previously approved for project #5 (incentive payments) to be awarded to Service Provider as awarded through Request for Proposal (RFP) process to provide Association of Community Rehabilitation Educators (ACRE) employment training to NLACRC-vendored service agencies. Training will cover topics such as disability rights, community research, assessment/discovery, career planning, workplace support, and job development. Portion of award includes incentive payment stipend for NLACRC-vendored service agencies.</p> <p>The purpose of this Board Resolution is to re-allocate \$15,381.25 from project #5 (incentive payments) to project #1 (Main’l), as approved by DDS.</p>
3.	The Purpose of the Contract	<p>The 2023 Budget Act contained \$15 million for service providers to make changes to their services and supports in order to meet the requirements of the federal Centers for Medicare & Medicaid Services (“CMS”) Home and Community-Based Services (“HCBS”) final regulations, or “Rules”.</p> <p>NLACRC received initial approval from DDS for \$694,518 on February 1, 2023. On May 10, 2023, NLACRC received original approval of plan to award the funds to first five funding concepts below. On May 15, 2024, DDS</p>

		received approval of re-allocation of funds to
--	--	--

	The Purpose of the Contract (cont'd)	fund project #6. On August 7, 2024, DDS received approval of re-allocation of funds per the below allocation.
4.	The Contract Term	June 1, 2024 through February 28, 2025
5.	The Total Amount of the Contract	<ol style="list-style-type: none"> 1. Mains'l: up to \$157,889.25 (\$142,508 + \$15,381.25) 2. Yukon Learning: \$48,310 3. Workability L.A.: up to \$133,200 4. Mountain Light: up to \$100,000 5. Service Provider incentive payments: up to \$103,118.75 (\$118,500 - \$15,381.25) 6. ACRE training: \$152,000 <p>Total approved funding proposals: \$694,518.</p>
6.	The Total Proposed Number of Consumers Served	Currently serving (consumers/month): n/a
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to Service Providers based on performance milestones or on other such terms as required under DDS's written guidelines.
8.	Method or Process Utilized to Award the Contract.	Request for Proposal for digital learning environment/educational content, and development of training resources, tools and consultation for service providers posted on NLACRC website on May 22, 2023.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS awarded total amount of funds on February 1, 2023. The funds were included in the D-1 allocation sent on September 9, 2022.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	<p>HCBS FY23 funding projects were previously approved by the Board based on the original award allocation on June 14, 2023 and project 6 was approved on May 30, 2024.</p> <p>Contract is subject to changes recommended by legal counsel and on such further terms and conditions as any Officer of NLACRC may approve.</p> <p>Any change to award amounts per contract will</p>

	be approved by DDS.
--	---------------------

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Contract Summary for the above HCBS Compliance Services Agreements (“**Amendment**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Contract Summary for the above HCBS Compliance Services Agreement and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the NLACRC’s Board of Trustees has reviewed and discussed the Contract Summary and hereby authorizes any Officer of the NLACRC to execute the above HCBS Compliance Services Agreement (“**Agreements**” or “**Contracts**”) related to the Department of Developmental Services (“**DDS**”) approved HCBS Funding Concepts on **October 9, 2024**.

The NLACRC’s Board of Trustees hereby approves all such Contracts that are related to the DDS-approved HCBS Funding Concepts. The NLACRC’s Board of Trustees hereby authorized 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. Changes in the final contracts may include adjustment to the allocation of the award per contract, not to exceed \$694,518 total award between all four (4) HCBS Compliance Services Agreements and service provider incentive payments. 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 Interim Executive Director, Deputy Director, and Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New HCBS Compliance Services Agreements for project #3, Purchase of Services (POS) and Operations (OPS)
2.	The Name of Vendor or Service Provider	<p>Department of Developmental Services (“DDS”) approval of funding concepts to comply with the CMS Final Rules (“HCBS Funding Concepts”).</p> <p>Service code: 999 (non-start up development funds)</p> <ol style="list-style-type: none"> 1. ASL Training PL2289: NLACRC-2324-1 Contractor(s) will create and manage ASL (American Sign Language) courses and Deaf Culture training to the NLACRC Service Provider DSP community. Course objectives include improving accessibility for Deaf+ Community and improve communication abilities of Direct Service Professionals within HCBS settings. 2. Video Production PL2290: NLACRC-2324-2 Contractor(s) develop a video series highlighting HCBS Settings and the various living options available to individuals served. Additionally, video resumes for individuals and success testimonials. 3. HCBS Consultation Contractor(s) will provide HCBS Consultation to NLACRC Service Providers, Family, and Regional Center Staff through training and technical support services. <ol style="list-style-type: none"> a. Thomas Iland (PL2353): Contractor will provide “Come to Life!” workforce education and readiness training to individuals served. b. Noah Homes Inc. (PL2354): Contractor will provide Dementia and Disabilities

	Escape interactive class which is a
--	-------------------------------------

2.	The Name of Vendor or Service Provider (continued)	<p>simulated experience of living with dementia and other disabilities to service providers and NLACRC staff.</p> <p>4. Conference Expo (OPS) NLACRC will organize and promote regional center services, including case management, employment initiatives, and Home and Community-Based Services (HCBS), and bridge families to providers and generic resources to educate the community and provide much needed information.</p> <p>5. Animation Project (OPS) NLACRC will partner with TCRC to fund and contribute towards TCRC’s HCBS Animation projects to provide training and information to providers as well as individuals receiving services and their families.</p> <p>The purpose of this Board Resolution is to identify the specific providers for project #3.</p>
3.	The Purpose of the Contract	<p>The 2024 Budget Act contained \$15 million for service providers to make changes to their services and supports in order to meet the requirements of the federal Centers for Medicare & Medicaid Services (“CMS”) Home and Community-Based Services (“HCBS”) final regulations, or “Rules”.</p> <p>NLACRC received approval from DDS for \$826,792 on February 7, 2024 to award the funds to funding concepts per below allocation.</p>
4.	The Contract Term	June 1, 2024 through February 28, 2026
5.	The Total Amount of the Contract	<ol style="list-style-type: none"> 1. ASL Training: \$130,000 2. Video Production \$250,000 3. HCBS Consultation: \$84,792 total <ol style="list-style-type: none"> a. Thomas Iland \$53,488 b. Noah Homes Inc: \$31,304 4. Conference Expo \$300,000

		5. Animation Project \$62,000 Total approved funding proposals: \$826,792
--	--	--

6.	The Total Proposed Number of Consumers Served	Currently serving (consumers/month): n/a
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to Service Providers based on performance milestones or on other such terms as required under DDS’s written guidelines.
8.	Method or Process Utilized to Award the Contract.	Request for Proposal for digital learning environment/educational content, and development of training resources, tools and consultation for service providers posted on NLACRC website on March 25, 2024.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS awarded total amount of funds on February 1, 2024. The funds will be included in the next allocation.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	Funds must be encumbered by June 30, 2024. Each contract is subject to changes recommended by legal counsel and on such further terms and conditions as any Officer of NLACRC may approve. Any change to award amounts per contract will be approved by DDS.

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Contract Summary for the above HCBS Compliance Services Agreements (“**Amendment**”) and is recommending an action of the Board of Trustees to Approve the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Contract Summary for the above HCBS Compliance Services Agreement and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the NLACRC’s Board of Trustees has reviewed and discussed the Contract Summary and hereby authorizes any Officer of the NLACRC to execute the above HCBS Compliance Services Agreement (“**Agreements**” or “**Contracts**”) related to the Department of Developmental Services (“**DDS**”) approved HCBS Funding Concepts on **October 9, 2024**.

The NLACRC’s Board of Trustees hereby approves all such Contracts that are related to the DDS-approved HCBS Funding Concepts. The NLACRC’s Board of Trustees hereby authorized 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. Changes in the final contracts may include adjustment to the allocation of the award per contract, not to exceed \$694,518 total award between all four (4) HCBS Compliance Services Agreements and service provider incentive payments. 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 Interim Executive Director, Deputy Director, and Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024

Date

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

Vendor #	Service Code	Service Code Description
PL2277	785	Clinical Psychologist

Vendor Name: Dr Lisa Sandler
Vendor Number: PL2292
Service Code: 056
Service Code Description: Clinical Psychologist
Service Address: NLACRC Chatsworth Office

Service Description:
 Clinical psychologist will conduct comprehensive psychological evaluations for children and teenagers applying for regional center services.

Service Area: San Fernando Valley, Antelope Valley, and Santa Clarita Valley

Staffing: N/A

Exceptional Conditions: Provider has requested rate to match rate paid by the general public.

Usual & Customary Rate Request:

- Median rate: \$155.76 per hour
- Market comparison examples: \$250.00/hour is standard in L.A. County as confirmed by NLACRC Clinical team. Additional costs will be added, when the evaluation is more complex, provides evaluation in a language other than English, and/or requires additional time to travel to geographically isolated areas with limited access to health care resources.
- Vendored psychologist assessment U&C range: \$150 – \$360/hour

Usual & Customary Rate Increase Request:

- If the U&C rate is denied, provider will close and will not be able to provide services to 88 consumers per month.
- NLACRC has an additional twenty Clinical Psychologists who provide assessments. However, the need for assessments exceeds the capacity of all current Clinical Psychologists, including Dr. Sandler. Without her services, assessment timelines will increase and delay the ability for consumers to receive Regional Center services.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Amendment, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Dr. Lisa Sandler, Psy.D. Vendor Number: PL2292, Service Code: 056
3.	The Purpose of the Contract	The service provider will provide Interdisciplinary Assessment services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide specialized assessment to consumers. The service provider is validly licensed as a psychologist by the California Board of Psychology and primarily engages in providing Intake assessments through this service code 056 vendorization.
4.	The Contract Term	Five (5) year contract effective June 1, 2024 through May 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$1,900,800.00 per year, or \$9,504,000.00 over the entire five (5) year term of the contract based on 6 hours average per assessment.
6.	The Total Proposed Number of Consumers Served	Projected 88 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 \$300.00 per hour.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Interdisciplinary Assessment services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” (“U&C Rate”) means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families. Based on service provider’s current services, 89% of services are provided to



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>non-regional center individuals.</p> <p>\$300 per hour rate based on current Usual and Customary rate paid to service provider by individuals through private pay.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>Service provider was originally vendored effective June 1, 2024 at a Usual and Customary rate of \$130.00 per hour. Service provider is no longer being paid this U&C rate by third party. Effective July 1, 2024, service provider is now being paid \$300 per hour.</p> <p>NLACRC’s Clinical team has an average of 280 psychological evaluations per month. Timely scheduling of new intake cases or assessment for a child nearing 3 years of age or 5 years of age when eligible under the Provisional Eligibility Program (PEP), is imperative to meet DDS-mandated timelines and provide consumers the appropriate services that may be needed.</p>

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Amendment to Professional Services Agreement (“**Amendment**”) and is recommending an action of the Board of Trustees to **Approve** the Amendment.

 Andrew Ramirez, Board Treasurer

 September 24, 2024
 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Amendment to the Professional Services Agreement (“**Agreement**”, or “**Amendment**”) for **Dr. Lisa M. Sandler, Psy. D.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Amendment between NLACRC and **Dr. Lisa Sandler, Psy.D.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the 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 Amendment shall be conclusively evidenced by the execution of the Amendment by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024

Date

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

Vendor #	Service Code	Service Code Description
PL2212	785	Clinical Psychologist
PL2215	102	Individual and Family Training

Vendor Name: Gittelson Psychology Services
Vendor Number: PL2213
Service Code: 056
Service Code Description: Clinical Psychologist
Service Address: NLACRC Chatsworth Office

Service Description:

Clinical psychologist will conduct comprehensive psychological evaluations for children and teenagers applying for regional center services.

Service Area: San Fernando Valley, Antelope Valley, and Santa Clarita Valley

Staffing: N/A

Exceptional Conditions: Provider has requested rate to match rate paid by the general public.

Usual & Customary Rate Request:

- Median rate: \$155.76 per hour
- Market comparison examples: \$250.00/hour is standard in L.A. County as confirmed by NLACRC Clinical team. Additional costs will be added, when the evaluation is more complex, provides evaluation in a language other than English, and/or requires additional time to travel to geographically isolated areas with limited access to health care resources.
- Vended psychologist assessment U&C range: \$150 – \$360/hour

Usual & Customary Rate Increase Request:

- If the U&C rate is denied, provider will close and will not be able to provide services to 37 consumers per month.
- NLACRC has an additional twenty Clinical Psychologists who provide assessments. However, the need for assessments exceeds the capacity of all current Clinical Psychologists, including Dr. Gittelson. Without her services, assessment timelines will increase and delay the ability for consumers to receive Regional Center services.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Amendment, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Gittelson Psychology Services Inc. Vendor #: PL2213, Service Code: 056
3.	The Purpose of the Contract	The service provider will provide Interdisciplinary Assessment services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide specialized assessment to consumers. The service provider is validly licensed as a psychologist by the California Board of Psychology and primarily engages in providing Intake assessments through this service code 056 vendorization.
4.	The Contract Term	Five (5) year contract effective December 01, 2023 through November 30, 2028.
5.	The Total Amount of the Contract	Projected annual cost is \$666,000 per year, or \$3,330,000 over the entire five (5) year term of the contract based on 6 hours average per assessment.
6.	The Total Proposed Number of Consumers Served	Projected 37 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 \$250.00 per hour.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Interdisciplinary Assessment services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” (“U&C Rate”) means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families. Based on service provider’s current services, 37% of services are provided to



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

		<p>non-regional center individuals.</p> <p>\$250 per hour rate based on current Usual and Customary rate paid to service provider by individuals through private pay.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>Service provider was originally vended effective June 1, 2024 at a Usual and Customary rate of \$150.00 per hour. Service provider is no longer being paid this U&C rate by third party. Effective July 1, 2024, service provider is now being paid \$250 per hour.</p> <p>NLACRC’s Clinical team has an average of 280 psychological evaluations per month. Timely scheduling of new intake cases or assessment for a child nearing 3 years of age or 5 years of age when eligible under the Provisional Eligibility Program (PEP), is imperative to meet DDS-mandated timelines and provide consumers the appropriate services that may be needed.</p>

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Amendment to Professional Services Agreement (“**Amendment**”) and is recommending an action of the Board of Trustees to **Approve** the Amendment.

 Andrew Ramirez, Board Treasurer

 September 24, 2024
 Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Amendment to the Professional Services Agreement (“**Agreement**”, or “**Amendment**”) for **Gittelson Psychology Services Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Amendment between NLACRC and **Gittelson Psychology Services Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024.**

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the 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 Amendment shall be conclusively evidenced by the execution of the Amendment by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 09, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Keolis Transit Services, LLC

Vendor #: HL0810-875, transportation services; PL1667-882, attendant services Date: 9/16/24

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

Vendor #	Service Code	Description
n/a		

Service Address: 9032 Lurline Avenue, Chatsworth, CA 91311

Service Description: Keolis Transit Services, LLC provides specialized transportation services (HL0810-875) for both the San Fernando and Santa Clarita Valleys. Keolis provides all aspects of operations to ensure service is safe, timely and comfortable. Service is provided with 20-passenger ADA accessible wheelchair vehicles. Attendant services (PL1667-882) are also provided to ensure safety of the passengers, per IPP needs and request of NLACRC.

Service Area: San Fernando Valley and Santa Clarita Valley

Staffing: All bus operators, regardless of their experience, will undertake a driving course before commencing duties. Experienced bus operators will be assessed on their driving skills, including the way they drive in relation to safety, and their knowledge of road traffic regulations. If they do not meet Keolis’ stringent requirements, they will be sent for corrective training. New bus operators will be systematically trained to meet Keolis’ driver requirements. Each bus operator will also be taught where potentially dangerous locations are when they learn a route, and how to drive safely in these locations.

Attendants are assigned to specific routes for the purpose of assisting and monitoring consumers receiving Keolis’ transportation services.

Keolis’ basic Operator Education Program (OEP) includes 120 hours core curriculum, with specific training which fits the needs of each location.

Employment Component: n/a

U&C Rate Request:

- Median Rate: There is not a per vehicle service hour median rate (service code 875) or attendant service hour median rate (service code 882).
- Similar vendors comparison:
 - HL0733-875 (AV) rate is \$474.81 per vehicle service day, 4 hours minimum (\$118.70/hour)
 - HL1018-875 (SFV) rate is \$600.00 per vehicle service day, 5 hours minimum (\$120/hour)
 - PL1509-882 (AV) rate is \$215.55 per attendant service day, 4 hours minimum (\$53.89/hour)
 - PL2178-882 (SFV) rate is \$180.00 per attendant service day, 5 hours minimum (\$36/hour)
 - Provider has similar local contracts with municipal transit authorities, but reimbursement is not comparable as the vendoring entity (regional civic/government agency) provides vehicles, fuel, and physical plant, such as offices and fleet yards. Service

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Keolis Transit Services, LLC

Vendor #: HL0810-875, transportation services; PL1667-882, attendant services Date: 9/16/24

provider has contracts with local municipalities, such as Foothill Valley Transit and Victor Valley Transit authority.

Usual & Customary Rate Increase Request:

- If the U&C rate is denied, provider will close vendorizations and will not be able to provide services to current 1,063 authorized consumers.
- If the U&C rate is denied, provider will not be able to sustain services. NLACRC's other vendored transportation providers would not be able to support service need, and a lapse in services for all consumers in San Fernando and Santa Clarita Valleys would significantly negatively impact consumer attendance at day services.
 - NLACRC has one other vendored transportation company in the San Fernando Valley that was vendored in June 2023. The provider continues to develop service capability to provide services at projected capacity of 200, but is currently supports 20 consumers.
 - NLACRC has one other vendored transportation company in the Antelope Valley.

Exceptional Conditions: Vendor originally vendored effective September 10, 2007. Current negotiated rate services for contract ending February 28, 2025 are \$124.15 per vehicle service hour for San Fernando Valley services, \$106.77 per vehicle service hour for Santa Clarita Valley services, and \$36.68 per vehicle service hour for attendant services.

- Keolis' new proposed rate structure is based in part on the need for a new facility due to eminent domain. The location was identified by Keolis based on the operational needs,
- maintenance facility, space for a large fleet of commercial size vehicles (94), up to date facilities for staff and staff parking, etc.



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Renewal Agreement for Transportation Services, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Keolis Transit Services, LLC HL0810-875, transportation services PL1667-882, transportation assistant
3.	The Purpose of the Contract	The service provider will provide Transportation and Transportation Attendant services pursuant to Title 17, Sections 58500 - 58570. Service provider provides transportation services in both the San Fernando and Santa Clarita Valleys, and provides transportation attendant services for specific routes or consumers depending on identified needs per request of NLACRC.
4.	The Contract Term	Five (5) year contract effective March 1, 2025 through February 28, 2030.
5.	The Total Amount of the Contract	<p>Projected annual cost is based on February 2020 service month of 13,282.00 vehicle service hours, 8,644.50 attendant service hours, and 199,653.63 route miles for fuel provisions for San Fernando Valley services and 649 vehicle service hours and 14,108.16 route miles for fuel provisions for Santa Clarita Valley services. The rate structure increases the rates by 5% CPI per year. Therefore, the cost per year increases from \$23,179,791.11 to \$24,289,981.86 per year over the course of the two (2) years. The total term fiscal impact is \$47,469,772.96.</p> <p>Projected annual cost is based on 11,281.75 vehicle service hours, 7,424 attendant service hours, and 169,847.19 route miles for fuel provisions for San Fernando Valley services and 457 vehicle service hours and 15,530 route miles for fuel provisions for Santa Clarita Valley services. The annual , the cost per year increases from \$21,882,214.73 to \$28,348,632.61 for San Fernando Valley services and from \$715,156.18 to \$905,804.95 for Santa Clarita Valley services. The total term fiscal impact is \$129,066,659.77.</p>

HL0810-875 / PL1667-882 – Term 03/01/2025 – 02/28/2030

6.	The Total Proposed Number of Consumers Served	Based on June 2024 data, service provider currently provides services to 827 consumers per month in San Fernando Valley and Santa Clarita Valley across 84 routes to 32 program locations providing an average 30,024 trips 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 Usual & Customary rate. (see attached rate schedule)
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Transportation Services and Transportation Assistant Services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The maximum rate of reimbursement shall be in accordance with the Usual & Customary rate, 17 CCR, Section 57300(b), (e) and (f).
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	<p>Keolis Transit Services, LLC has been vendored by NLACRC since September 10, 2007 originally as Diversified Transportation, LLC (HL0468-875/PL1242-882). Effective March 1, 2019 there was a tax ID change which also resulted in a change to the business entity name. The current two-year contract term ends February 28, 2025.</p> <p>Usual & Customary rate structure represents ~8% cost increase for the first year and a ~7% CPI increase in the San Fernando Valley and ~6% CPI increase for Santa Clarita Valley, year-over-year for the following four years.</p> <p>Previous rate was established as a negotiated rate source. However, service provider qualifies for a usual and customary rate per Title 17, Section 57210(19) which requires that at least 30% of the recipients of the service be non-regional center consumers or their families. Service provider is an international business providing 2.6 million trips for over 470 million passengers per year in 13 countries. Regional center consumers account for less than 1%.</p>

The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Agreement for Transportation Services (“**Amendment**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Andrew Ramirez, Board Treasurer

September 24, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Agreement for Transportation Services (“**Agreement**”, or “**Contract**”) for Keolis Transit Services, LLC and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and Keolis Transit Services, LLC was reviewed and approved by NLACRC’s Board of Trustees on **October 9, 2024**.

NLACRC’s 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 Interim Executive Director, Deputy Director, or Chief Financial 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Alma Rodriguez, Board Secretary

October 9, 2024
Date

Keolis Transit Services, LLC

Usual & Customary rate schedule

HL0810-875, transportation services

San Fernando Valley: current \$124.15 per Vehicle Service Hour

1. Effective March 1, 2025: \$134.56 per Vehicle Service Hour
2. Effective March 1, 2026: \$143.98 per Vehicle Service Hour
3. Effective March 1, 2027: \$154.06 per Vehicle Service Hour
4. Effective March 1, 2028: \$164.84 per Vehicle Service Hour
5. Effective March 1, 2029: \$176.38 per Vehicle Service Hour

Santa Clarita Valley: current \$106.77 per Vehicle Service Hour

1. Effective March 1, 2025: \$117.18 per Vehicle Service Hour
2. Effective March 1, 2026: \$125.38 per Vehicle Service Hour
3. Effective March 1, 2027: \$134.16 per Vehicle Service Hour
4. Effective March 1, 2028: \$143.55 per Vehicle Service Hour
5. Effective March 1, 2029: \$153.60 per Vehicle Service Hour

PL1667-882, attendant services: current \$36.68 per Attendant Service Hour

1. Effective March 1, 2025: \$40.19 per Attendant Service Hour
2. Effective March 1, 2026: \$43.00 per Attendant Service Hour
3. Effective March 1, 2027: \$46.01 per Attendant Service Hour
4. Effective March 1, 2028: \$49.23 per Attendant Service Hour
5. Effective March 1, 2029: \$52.68 per Attendant Service Hour

**North Los Angeles County Regional Center
Report on New Vendorizations
FY2023-2024, Q4: 4/1/2024 - 6/30/2024**

Count	Approval Letter Signed	Vendor Name	Vendor #	Service Code	Service Description	Residential Service Level	Area Served			Effective Date
							SFV	SCV	AV	
1	6/24/2024	Center For Autism And Related Disorders	PL2190	24	Insurance Reimbursement	n/a	x			6/1/2024
2	6/24/2024	Center For Autism And Related Disorders	PL2206	24	Insurance Reimbursement	n/a	x			6/1/2024
3	7/15/2024	B.I.G. Solutions LLC	PL2270	28	Socialization Training Program	n/a	x			6/1/2024
4	6/24/2024	Center For Autism And Related Disorders	PL2245	48	Insurance Reimbursement	n/a	x			6/1/2024
5	6/24/2024	Center For Autism And Related Disorders	PL2298	48	Insurance Reimbursement	n/a	x			6/1/2024
6	6/24/2024	Ability Family Services	PL2271	55	Community Integration Training program	n/a		x		6/1/2024
7	7/5/2024	Active Living Services	PL2278	55	Community Integration Training program	n/a	x			6/1/2024
8	6/24/2024	Gaines, Dr. Lawrence	PL1724	56	Interdisciplinary Assessment services	n/a	x	x	x	6/1/2024
9	6/24/2024	Gittelsohn Psychological Services	PL2213	56	Interdisciplinary Assessment services	n/a	x	x	x	6/1/2024
10	7/1/2024	Sandler, Lisa M.	PL2292	56	Interdisciplinary Assessment services	n/a	x	x	x	6/1/2024
11	6/24/2024	Careone Agency, LLC	PL2267	62	Personal Assistance	n/a	x			5/1/2024
12	7/16/2024	Workability	PL2269	76	Coordinated Family Supports	n/a	x			6/1/2024
13	4/30/2024	Ride On LA	PL2263	106	Specialized Recreational Therapy	n/a	x			4/1/2024
14	6/20/2024	Swimscaape, LLC	PL2274	106	Specialized Recreational Therapy	n/a	x			6/1/2024
15	6/17/2024	Phiba Home	PL2254	109	Supplemental Support for level 3-S	n/a	x			4/1/2024
16	6/20/2024	Speech Up Speech Therapy	PL2299	116	Early Start Specialized Therapeutic Services	n/a	x			6/1/2024
17	7/1/2024	Slea Therapies	PL2163	612	Behavior Analysis	n/a	x			6/1/2024
18	4/18/2024	Dv Therapy Inc	PL2228	612	Behavior Analysis	n/a			x	4/1/2024
19	7/1/2024	Slea Therapies	PL2164	615	Behavior Management Assistant	n/a	x			6/1/2024
20	4/8/2024	Dv Therapy Inc	PL2229	615	Behavior Management Assistant	n/a			x	4/1/2024
21	4/8/2024	Dv Therapy Inc	PL2230	616	Behavior Management Technician	n/a			x	4/1/2024
22	7/22/2024	Best Choice Pharmacy	PL2302	765	Pharmaceutical Services	n/a	x			6/1/2024
23	5/21/2024	Sekibo, Dr. Tumini	PL2262	785	Clinical Psychologist	n/a	x	x	x	5/1/2024
24	6/13/2024	Sandler, Lisa M.	PL2277	785	Clinical Psychologist	n/a	x	x	x	6/1/2024
25	8/7/2024	Sekhon, Sharn, Psy.D.	PL2281	785	Clinical Psychologist	n/a	x	x	x	6/1/2024
26	4/9/2024	Virtue Home Care	HL1084	862	In-Home Respite Services Agency	n/a	x			4/1/2024
27	7/1/2024	Liberty Behavioral & Community Services Inc.	HL1060	880	Supplemental Transportation for PL2188-055	n/a	x			6/1/2024
28	6/1/2024	Therapeutic Living Centers For The Blind	HL1087	880	Supplemental Transportation for PL2112-024	n/a	x			6/1/2024
29	6/17/2024	PC Lancaster C12 CCH	HL1095	899	Transition costs for Community Crisis Home	n/a			x	6/1/2024
30	6/17/2024	PC Lancaster C12 CCH	HL1093	902	Facility costs for Community Crisis Home	n/a			x	6/1/2024
31	6/17/2024	PC Lancaster C12 CCH	HL1094	903	Individual Services for Community Crisis Home	n/a			x	6/1/2024
32	5/13/2024	Farmdale Villa	HL1090	915	Adult Residential Facility (staff-operated)	level 3	x			5/1/2024

**Trustee Service Fees by Quarter for Post-Retirement Medical Trust
Fiscal Year 2023-2024**

A	B	C	D	E	F
Description of Fees	Actual 7/1/2022-9/30/2023	Actual 10/1/2023-12/31/2023	Actual 1/1/2024-3/31/2024	Actual 4/1/2024-6/30/2024	Actual Total Fees FY 2023-2024
Base Fee	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 500.00
Adjustment to Meet Minimum Base Fee	\$ -				\$ -
Total Ongoing Flat Fee	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 500.00
Trustee/Custody Fee first \$1 Million @ \$0.004	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00
Trustee/Custody Fee next \$4 Million @ \$0.002	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00
Trustee/Custody Fee next \$20 Million @ \$0.001	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00
Trustee/Custody Fee next \$20 Million @ \$0.0005	\$ 532.56	\$ 853.54	\$ 1,174.37	\$ 1,348.37	\$ 3,908.84
Total Ongoing Fees	\$ 8,532.56	\$ 8,853.54	\$ 9,174.37	\$ 9,348.37	\$ 35,908.84
Fiduciary Return Fee/Grantor's Tax Letter Preparation	\$ -	\$ -	\$ -	\$ -	\$ -
Transaction Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total One-Time Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Bank Fees (US Bank)	\$ 8,657.56	\$ 8,978.54	\$ 9,299.37	\$ 9,473.37	\$ 36,408.84
Investment Management Fee on Balance @ \$0.0035	\$ 25,602.89	\$ 27,849.77	\$ 30,095.58	\$ 31,313.59	\$ 114,861.83
Total Investment Management Fee (Highmark)	\$ 25,602.89	\$ 27,849.77	\$ 30,095.58	\$ 31,313.59	\$ 114,861.83
Total Fees	\$ 34,260.45	\$ 36,828.31	\$ 39,394.95	\$ 40,786.96	\$ 151,270.67
Market Value of PMRT/Trustee/Custody Fees	\$ 29,260,445.66	\$ 31,828,308.55	\$ 34,394,946.91	\$ 35,786,956.69	\$ 131,270,657.81
Market Value of PMRT	\$ 29,260,445.66	\$ 31,828,308.55	\$ 34,394,946.91	\$ 35,786,956.69	\$ 131,270,657.81
Market Value of Investment Management Fees	\$ 29,260,445.66	\$ 31,828,308.55	\$ 34,394,946.91	\$ 35,786,956.69	\$ 131,270,657.81
Market Value of Investments	\$ 29,260,445.66	\$ 31,828,308.55	\$ 34,394,946.91	\$ 35,786,956.69	\$ 131,270,657.81
Percent Fees to Market Value	0.12%	0.12%	0.11%	0.11%	0.12%

Explanation of Post-Retirement Medical Trust Fees

Description	Explanation of Fees	How Calculated
Set Up Fee	One time initial fee upon acceptance of relationship	\$250.00 minimum at account set up
Base Fee	Fee Charged per each Account	\$250.00 per year or \$62.50 per quarter
Minimum Base Fee	Minimum Fee Charged per each Plan is \$500.00. Since NLACRC is only paying \$250.00 because it has just one account, NLACRC is charged an additional \$250.00 (\$500 minimum charge less \$250 for one account)	\$250.00 per year or \$62.50 per quarter
Investment Management Fees	All investments, non-proprietary USBank funds, are subject to investment management fees. Investment management fees are calculated on the market value of the assets held in the account. Investment management fees do not apply to USBank proprietary funds. (Highmark Funds are USBank proprietary funds.)	.35% of the funds not managed by USBank
Trustee/Custody Fees	Fees charged based on the market value of the assets held in the account for the trustee/custodian services provided by USBank.	.40% on the first \$1,000,000 or (0.0040)** .20% on the next \$4,000,000 or (0.0020) .10% on the next \$20,000,000 or (0.0010) .05% on all over \$25,000,000 or (0.0005) ** Increases to .50% on the first \$1,000,000 or (0.0050) if there are no USBank proprietary funds.
Participant Loans	Fees charged for participant loans.	Not applicable. Loans are not allowed.
Benefit Payments & check	Fees charged for benefit payments made to participants	Single disbursement \$10.00 each

Explanation of Post-Retirement Medical Trust Fees

Description	Explanation of Fees	How Calculated
issuance	or beneficiaries.	Recurring periodic disbursement to same individual \$2.00 each
Investment Transactions	Fees charged for the purchase, sale, transfer, or reorganization items, including but not limited to mergers, full and partial calls, conversions, exchanges, and tender/purchase offers.	Not applicable.
Insurance Policies	Fees charged for insurance contract investments.	Not applicable. There are no insurance contracts investments in the trust.
Mortgage/Trust Deed Investments	Fees charged for any mortgage/trust deed investments.	Not applicable. There are no such type of investments in the trust.
Extraordinary Fees	Other services performed by the trustee/custodian not specifically contemplated by the parties at the inception of the account shall, upon mutual consent, be subject to extraordinary fees based upon the time and services rendered in performing services.	Examples, include but are not limited to, out-of-pocket expenses; and class action processing fees equal to 6% of the recovered funds.
Late Fees	If the account cannot be charged for fees after thirty (30) days, the fees not paid will be subject to a late charge.	1% per month on the unpaid balance

**Trustee Service Fees by Quarter for CalPERS Unfunded Trust ("UAL")
Fiscal Year 2023-2024**

A	B	C	D	E	F
Description of Fees	Actual 7/1/2023-9/30/2023	Actual 10/1/2023-12/31/2023	Actual 1/1/2024-3/31/2024	Actual 4/1/2024-6/30/2024	Actual Total Fees FY 2023-2024
Base Fee	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 500.00
Adjustment to Meet Minimum Base Fee	\$ -				\$ -
Total Base Fees	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 500.00
Trustee/Custody Fee first \$1 Million @ \$0.005	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 5,000.00
Trustee/Custody Fee next \$4 Million @ \$0.002	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00
Trustee/Custody Fee next \$20 Million @ \$0.001	\$ 1,069.94	\$ 1,252.93	\$ 1,331.47	\$ 1,357.28	\$ 5,011.62
Trustee/Custody Fee next \$20 Million @ \$0.0005	\$ -	\$ -			\$ -
Total Trustee Fees	\$ 4,319.94	\$ 4,502.93	\$ 4,581.47	\$ 4,607.28	\$ 18,011.62
Fiduciary Return Fee/Grantor's Tax Letter Preparation			\$ 440.00		\$ 440.00
Wire Fees (Payments to CalPERS)					\$ -
Total One-Time Fees/Credits	\$ -	\$ -	\$ 440.00	\$ -	\$ 440.00
Total US Bank Fees	\$ 4,444.94	\$ 4,627.93	\$ 5,146.47	\$ 4,732.28	\$ 18,951.62
Investment Management Fee on Balance @ \$0.0035	\$ 7,884.83	\$ 7,848.39	\$ 8,460.14	\$ 8,851.51	\$ 33,044.87
Total Investment Management Fees (Highmark/PFM)	\$ 7,884.83	\$ 7,848.39	\$ 8,460.14	\$ 8,851.51	\$ 33,044.87
Total Fees	\$ 12,329.77	\$ 12,476.32	\$ 13,606.61	\$ 13,583.79	\$ 51,996.49
Market Value of UAL/Trustee/Custody Fees	\$ 9,279,767	\$ 10,011,716	\$ 10,325,870	\$ 10,429,133	\$ 40,046,486
Market Value of UALTrust	\$ 9,279,767	\$ 10,011,716	\$ 10,325,870	\$ 10,429,133	\$ 40,046,486
Market Value of UAL/Investment Management Fees	\$ 9,011,231	\$ 8,969,592	\$ 9,721,853	\$ 10,171,589	\$ 37,874,264
Market Value of Investments	\$ 9,011,231	\$ 8,969,592	\$ 9,721,853	\$ 10,171,589	\$ 37,874,264
Percent Fees to Market Value	0.13%	0.12%	0.13%	0.13%	

Explanation of CalPERS Unfunded Trust ("UAL")

Description	Explanation of Fees	How Calculated
Set Up Fee	One time initial fee upon acceptance of relationship	\$250.00 minimum at account set up
Base Fee	Fee Charged per each Account	\$250.00 per year or \$62.50 per quarter
Minimum Base Fee	Minimum Fee Charged per each Plan is \$500.00. Since NLACRC is only paying \$250.00 because it has just one account, NLACRC is charged an additional \$250.00 (\$500 minimum charge less \$250 for one account)	\$250.00 per year or \$62.50 per quarter
Investment Management Fees	All investments, non-proprietary USBank funds, are subject to investment management fees. Investment management fees are calculated on the market value of the assets held in the account. Investment management fees do not apply to USBank proprietary funds. (Highmark Funds are USBank proprietary funds.)	.35% of the funds not managed by USBank
Trustee/Custody Fees	Fees charged based on the market value of the assets held in the account for the trustee/custodian services provided by USBank.	.50% on the first \$1,000,000 or (0.0040)** .20% on the next \$4,000,000 or (0.0020) .10% on the next \$20,000,000 or (0.0010) .05% on all over \$25,000,000 or (0.0005) ** Increases from .40% to .50% on the first \$1,000,000 or (0.0050) if there are no USBank proprietary funds.
Participant Loans	Fees charged for participant loans.	Not applicable. Loans are not allowed.

Explanation of CalPERS Unfunded Trust ("UAL")

Description	Explanation of Fees	How Calculated
Benefit Payments & check issuance	Fees charged for benefit payments made to participants or beneficiaries.	Single disbursement \$10.00 each Recurring periodic disbursement to same individual \$2.00 each
Investment Transactions	Fees charged for the purchase, sale, transfer, or reorganization items, including but not limited to mergers, full and partial calls, conversions, exchanges, and tender/purchase offers.	Not applicable.
Insurance Policies	Fees charged for insurance contract investments.	Not applicable. There are no insurance contracts investments in the trust.
Mortgage/Trust Deed Investments	Fees charged for any mortgage/trust deed investments.	Not applicable. There are no such type of investments in the trust.
Extraordinary Fees	Other services performed by the trustee/custodian not specifically contemplated by the parties at the inception of the account shall, upon mutual consent, be subject to extraordinary fees based upon the time and services rendered in performing services.	Examples, include but are not limited to, out-of-pocket expenses; and class action processing fees equal to 6% of the recovered funds.
Late Fees	If the account cannot be charged for fees after thirty (30) days, the fees not paid will be subject to a late charge.	1% per month on the unpaid balance

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2023-2024
March 2024**

BUDGET CATEGORY	Projected Annual E-2	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$81,995,629	\$5,039,856	\$40,934,821	\$81,995,629	\$0	0.00%
Operating Expenses	\$17,324,715	\$742,372	\$9,674,548	\$17,324,715	\$0	0.00%
Subtotal OPS General	\$99,320,343	\$5,782,228	\$50,609,369	\$99,320,343	\$0	0.00%
Salaries & Benefits - CPP Regular	\$611,350	\$66,800	\$414,110	\$611,350	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$611,350	\$66,800	\$414,110	\$611,350	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$422,280	\$38,426	\$292,745	\$422,280	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$422,280	\$38,426	\$292,745	\$422,280	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$130,113	\$0	\$0	\$130,113	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	0.00%
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS Projects	\$337,300	\$0	\$0	\$337,300	\$0	0.00%
Total Operations:	\$100,691,273	\$5,887,454	\$51,316,224	\$100,691,273	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$904,315,885	\$75,778,713	\$589,746,617	\$847,223,757	\$57,092,128	6.31%
CPP Regular and DC Closure/Ongoing Workload	\$2,878,574	\$90,173	\$92,659	\$3,657,164	(\$778,590)	-27.05%
Total Purchase of Services:	\$907,194,459	\$75,868,886	\$589,839,276	\$850,880,921	\$56,313,538	6.21%
Total NLACRC Budget:	\$1,007,885,732	\$81,756,340	\$641,155,500	\$951,572,195	\$56,313,538	5.59%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2023-2024
March 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2023-2024	
Prelim from DDS for OPS	\$58,984,961
E-1 from DDS for OPS, Projects, and CRDP/CPP	\$39,364,503
E-2 from DDS for OPS, Projects, and CRDP/CPP	\$1,367,284
E-3 from DDS for OPS, Projects, and CRDP/CPP	
E-4 from DDS for OPS, Projects, and CRDP/CPP	
E-5 from DDS for OPS, Projects, and CRDP/CPP	
E-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$592,567,697
E-1 from DDS for POS and POS-CRDP/CPP	\$144,063,590
E-2 from DDS for POS-CRDP/CPP	\$157,041,131
E-3 from DDS for POS-CRDP/CPP	
E-4 from DDS for POS-CRDP/CPP	
E-5 from DDS for POS-CRDP/CPP	
E-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$993,389,166
Projected Revenue	974,525
Subtotal - Projected Revenue Operations	\$974,525
Projected ICF/SPA Transportation/Day Program Revenue	\$13,522,041
Subtotal - Projected Revenue Purchase of Services	\$13,522,041
Total Budget	\$1,007,885,732

OPERATIONS BUDGET SOURCES FISCAL YEAR 2023-2024	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$58,984,961
E-1, OPS Allocation	\$38,029,573
E-2, OPS Allocation	\$1,331,284
E-3, OPS Allocation	
E-4, OPS Allocation	
E-5, OPS Allocation	
Total General OPS	98,345,818
Projected Interest Income	\$180,520
Projected Other Income	\$664,005
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$974,525
TOTAL GENERAL OPS	\$99,320,343
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
E-1, OPS CRDP/CPP	\$575,350
E-2, OPS CRDP/CPP	\$36,000
Total CRDP/CPP Regular	\$611,350
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
E-1, OPS DC Closure/Ongoing Workload	\$422,280
E-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$422,280
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$130,113
Services Access & Equity (Disparities)	\$0
Language Access & Cultural	
Total OPS PROJECTS	\$337,300
Total Operations Budget	\$100,691,273

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2023-2024	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$592,567,697
E-1, POS Allocation	\$144,063,590
E-2, POS Allocation	\$157,041,131
E-3, POS Allocation	\$0
E-4, POS Allocation	\$0
Total General POS Allocation	\$893,672,418
ADD:	
Projected ICF SPA Revenue	\$13,522,041
Total Budget, General POS	\$907,194,459

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2023-2024
March 2024**

	Projected Annual E-2	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	176,824,949	18,554,855	114,036,995	53,594,312	167,631,307	9,193,642
4.3 Day Programs	120,443,361	9,506,717	77,511,167	33,577,215	111,088,382	9,354,979
4.3 Habilitation Programs	5,963,437	454,036	3,818,182	1,662,357	5,480,539	482,898
5.4 Transportation	39,756,248	3,204,767	25,474,915	11,188,710	36,663,625	3,092,624
6.5 Other Services	560,563,098	44,058,338	368,905,358	156,689,755	525,595,113	34,967,985
Total POS (General):	903,551,093	75,778,713	589,746,617	256,712,348	846,458,965	57,092,128
CRDP & CPP						
CRDP & CPP Placements	277,874	89,823	92,309	933,493	1,025,802	(747,928)
CRDP & CPP Assessments	700	350	350	31,013	31,363	(30,663)
CRDP & CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	2,878,574	90,173	92,659	3,564,505	3,657,164	(778,590)
HCBS Compliance Funding	764,792	0	0	764,792	764,792	0
Total HCBS:	764,792	0	0	764,792	764,792	0
Total Purchase of Service:	907,194,459	75,868,886	589,839,276	261,041,645	850,880,921	56,313,538
OPERATIONS						
25010 Salaries/Benefits	81,372,488	5,124,488	41,400,872	39,961,587	81,372,488	0
25010 Tuition Reimbursement Program	1,156,771	0	0	1,156,771	1,156,771	0
25020 Temporary Staff Agencies	500,000	20,594	240,804	259,196	500,000	0
Total Salaries/Benefits:	83,029,259	5,145,082	41,641,676	41,377,554	83,029,259	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184	964	154,513	294,671	449,184	0
30020 Equipment Maint	87,499	2,445	19,211	68,288	87,499	0
30030 Facility Rent	6,268,438	45,124	4,918,703	1,349,735	6,268,438	0
30040 Facility Maint. AV	100,410	1,417	32,387	68,023	100,410	0
30041 Facility Maint. SFV	368,858	9,431	54,151	314,707	368,858	0
30042 Facility Maint. SCV	81,615	4,395	46,758	34,857	81,615	0
30050 Communication	819,708	72,263	626,225	193,483	819,708	0
30060 General Office Exp	308,015	17,346	131,375	176,640	308,015	0
30070 Printing	36,302	0	9,319	26,983	36,302	0
30080 Insurance	557,104	0	557,104	0	557,104	0
30090 Utilities	186,052	6,860	71,438	114,614	186,052	0
30100 Data Processing	200,250	6,188	134,966	65,284	200,250	0
30110 Data Proc. Maint	305,700	0	98,340	207,360	305,700	0
30120 Interest Expense	32,395	5,109	27,482	4,913	32,395	0
30130 Bank Fees	199,045	8,768	137,798	61,247	199,045	0
30140 Legal Fees	850,500	71,776	327,283	523,217	850,500	0
30150 Board of Trustees Exp	101,500	11,031	42,886	58,614	101,500	0
30151 ARCA Dues	158,823	0	0	158,823	158,823	0
30160 Accounting Fees	107,550	0	3,713	103,837	107,550	0
30170 Equipment Purchases	1,724,220	128,055	767,283	956,936	1,724,220	0
30180 Contr/Consult-Adm	2,020,970	278,499	769,442	1,251,528	2,020,970	0
30220 Mileage/Travel	377,050	32,504	188,558	188,492	377,050	0
30240 General Expenses	1,842,122	40,196	555,611	1,286,511	1,842,122	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	17,324,715	742,372	9,674,548	7,650,166	17,324,715	0
Total Operations:	100,353,973	5,887,454	51,316,224	49,027,721	100,353,973	0
Total Gross Budget :	1,007,548,432	81,756,340	641,155,500	310,069,366	951,234,895	56,313,538
OPS Projects:	337,300	0	0	337,300	337,300	0
Total Gross Budget with Projects:	1,007,885,732	81,756,340	641,155,500	310,406,666	951,572,195	56,313,538

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2023-2024
March 2024

	Projected Annual E-2	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	176,824,948.94	18,554,854.71	114,036,995.41	53,594,312	167,631,307	9,193,642
4.3 Day Programs	120,443,360.73	9,506,717.46	77,511,167.22	33,577,215	111,088,382	9,354,979
4.3 Habilitation Programs	5,963,437.22	454,036.15	3,818,182.14	1,662,357	5,480,539	482,898
5.4 Transportation	39,756,248.10	3,204,766.93	25,474,914.97	11,188,710	36,663,625	3,092,624
6.5 Other Services	560,563,098.23	44,058,338.07	368,905,357.60	156,689,755	525,595,113	34,967,985
Total POS (General):	903,551,093.22	75,778,713.32	589,746,617.34	256,712,348	846,458,965	57,092,128
OPERATIONS						
25010 Salaries/Benefits	80,338,857.56	5,019,262.50	40,694,017.39	39,634,812	80,338,858	0
25010 Tuition Reimbursement Program	1,156,771.00	-	-	1,156,771	1,156,771	0
25020 Temporary Staffing Agencies	500,000.00	20,593.91	240,803.72	259,196	500,000	0
Total Salaries:	81,995,628.56	5,039,856.41	40,934,821.11	41,050,780	81,995,629	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184.00	963.92	154,513.24	294,671	449,184	0
30020 Equipment Maint	87,499.00	2,445.00	19,211.25	68,288	87,499	0
30030 Facility Rental	6,268,438.00	45,124.36	4,918,703.38	1,349,735	6,268,438	0
30040 Facility Maint. AV	100,410.00	1,417.00	32,387.35	68,023	100,410	0
30041 Facility Maint. SFV	368,858.00	9,431.30	54,151.18	314,707	368,858	0
30042 Facility Maint. SCV	81,615.00	4,394.54	46,757.86	34,857	81,615	0
30050 Communication	819,708.00	72,263.44	626,224.75	193,483	819,708	0
30060 General Office Exp	308,015.00	17,346.32	131,374.84	176,640	308,015	0
30070 Printing	36,302.17	-	9,319.35	26,983	36,302	0
30080 Insurance	557,104.30	-	557,104.30	0	557,104	0
30090 Utilities	186,052.00	6,860.33	71,438.03	114,614	186,052	0
30100 Data Processing	200,250.00	6,187.74	134,965.84	65,284	200,250	0
30110 Data Proc. Maint	305,700.00	-	98,340.17	207,360	305,700	0
30120 Interest Expense	32,395.04	5,109.27	27,481.70	4,913	32,395	0
30130 Bank Fees	199,045.00	8,767.85	137,797.83	61,247	199,045	0
30140 Legal Fees	850,500.00	71,776.00	327,283.17	523,217	850,500	0
30150 Board of Trustees Exp	101,500.00	11,031.04	42,886.31	58,614	101,500	0
30151 ARCA Dues	158,823.47	-	-	158,823	158,823	0
30160 Accounting Fees	107,550.00	-	3,712.97	103,837	107,550	0
30170 Equipment Purchases & Software	1,724,219.78	128,054.68	767,283.49	956,936	1,724,220	0
30180 Contr/Consult	2,020,969.78	278,499.11	769,441.94	1,251,528	2,020,970	0
30220 Mileage/Travel	377,050.00	32,503.82	188,557.85	188,492	377,050	0
30240 General Expenses	1,842,121.97	40,196.20	555,611.47	1,286,511	1,842,122	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	17,324,714.51	742,371.92	9,674,548.27	7,650,166	17,324,715	0
Total Operations:	99,320,343.07	5,782,228.33	50,609,369.38	48,700,946	99,320,343	0
Gross Budget:	1,002,871,436	81,560,942	640,355,986.72	305,413,294	945,779,308	57,092,128
% of Budget:	100.00%	8.13%	63.85%	30.45%	94.31%	5.69%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2023-2024
March 2024

	Projected Annual E-2	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	277,874	89,823	92,309	933,493	1,025,802	(747,928)
CPP Assessments	700	350	350	31,013	31,363	(30,663)
CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	2,878,574	90,173	92,659	3,564,505	3,657,164	(778,590)
OPERATIONS						
25010 Salaries/Benefits	611,350	66,800	414,110	197,240	611,350	0
Total Salaries:	611,350	66,800	414,110	197,240	611,350	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:	611,350	66,800	414,110	197,240	611,350	0
Gross Budget:	3,489,924	156,972	506,769	3,761,745	4,268,514	(778,590)

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 2023-2024
March 2024

	Projected Annual E-2	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	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	422,280	38,426	292,745	129,535	422,280	0
Total Salaries:	422,280	38,426	292,745	129,535	422,280	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:	422,280	38,426	292,745	129,535	422,280	0
Gross Budget:	422,280	38,426	292,745	129,535	422,280	0
% of Budget:	100.00%	9.10%	69.32%	30.68%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2023-2024
March 2024

	Projected Annual E-2	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	\$130,113	\$0	\$0	\$130,113	\$130,113	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	\$0
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$337,300	\$0	\$0	\$337,300	\$337,300	\$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.

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center. Moved allocation of \$106,714 to Regular Operations

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Purchase of Services ("POS") Project Line Item Report
FISCAL YEAR 2023-2024
March 2024

	Projected Annual E-2	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
HCBS Provider Funding for Compliance Activities	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0
TOTAL:	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0

Home and Community-Based Services ("HCBS") Compliance Funding: The HCBS Rules require that programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. This could include opportunities to seek employment in competitive and integrated settings, control personal resources, and engage in the community to the same degree as individuals who do not receive regional center services. The HCBS rules focus on the nature and quality of the individuals' experience and not just the setting where the services are delivered.

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2023-2024
April 2024**

BUDGET CATEGORY	Projected Annual E-2	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$82,072,178	\$4,746,166	\$45,680,987	\$82,072,178	\$0	0.00%
Operating Expenses	\$17,081,185	\$1,808,379	\$11,482,928	\$17,081,185	\$0	0.00%
Subtotal OPS General	\$99,153,362	\$6,554,545	\$57,163,914	\$99,153,362	\$0	0.00%
Salaries & Benefits - CPP Regular	\$611,350	\$61,954	\$476,065	\$611,350	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$611,350	\$61,954	\$476,065	\$611,350	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$422,280	\$35,851	\$328,596	\$422,280	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$422,280	\$35,851	\$328,596	\$422,280	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$130,113	\$0	\$0	\$130,113	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	0.00%
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS Projects	\$337,300	\$0	\$0	\$337,300	\$0	0.00%
Total Operations:	\$100,524,292	\$6,652,350	\$57,968,575	\$100,524,292	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$904,315,885	\$71,939,754	\$661,686,371	\$846,204,095	\$58,111,790	6.43%
CPP Regular and DC Closure/Ongoing Workload	\$2,878,574	(\$18,679)	\$73,980	\$3,657,164	(\$778,590)	-27.05%
Total Purchase of Services:	\$907,194,459	\$71,921,075	\$661,760,351	\$849,861,259	\$57,333,200	6.32%
Total NLACRC Budget:	\$1,007,718,752	\$78,573,425	\$719,728,926	\$950,385,552	\$57,333,200	5.69%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2023-2024
April 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2023-2024	
Prelim from DDS for OPS	\$58,984,961
E-1 from DDS for OPS, Projects, and CRDP/CPP	\$39,364,503
E-2 from DDS for OPS, Projects, and CRDP/CPP	\$1,367,284
E-3 from DDS for OPS, Projects, and CRDP/CPP	
E-4 from DDS for OPS, Projects, and CRDP/CPP	
E-5 from DDS for OPS, Projects, and CRDP/CPP	
E-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$592,567,697
E-1 from DDS for POS and POS-CRDP/CPP	\$144,063,590
E-2 from DDS for POS-CRDP/CPP	\$157,041,131
E-3 from DDS for POS-CRDP/CPP	
E-4 from DDS for POS-CRDP/CPP	
E-5 from DDS for POS-CRDP/CPP	
E-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$993,389,166
Projected Revenue	807,544
Subtotal - Projected Revenue Operations	\$807,544
Projected ICF/SPA Transportation/Day Program Revenue	\$13,522,041
Subtotal - Projected Revenue Purchase of Services	\$13,522,041
Total Budget	\$1,007,718,752

OPERATIONS BUDGET SOURCES FISCAL YEAR 2023-2024	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$58,984,961
E-1, OPS Allocation	\$38,029,573
E-2, OPS Allocation	\$1,331,284
E-3, OPS Allocation	
E-4, OPS Allocation	
E-5, OPS Allocation	
Total General OPS	98,345,818
Projected Interest Income	\$180,520
Projected Other Income	\$497,024
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$807,544
TOTAL GENERAL OPS	\$99,153,362
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
E-1, OPS CRDP/CPP	\$575,350
E-2, OPS CRDP/CPP	\$36,000
Total CRDP/CPP Regular	\$611,350
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
E-1, OPS DC Closure/Ongoing Workload	\$422,280
E-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$422,280
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$130,113
Services Access & Equity (Disparities)	\$0
Language Access & Cultural	
Total OPS PROJECTS	\$337,300
Total Operations Budget	\$100,524,292

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2023-2024	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$592,567,697
E-1, POS Allocation	\$144,063,590
E-2, POS Allocation	\$157,041,131
E-3, POS Allocation	\$0
E-4, POS Allocation	\$0
Total General POS Allocation	\$893,672,418
ADD:	
Projected ICF SPA Revenue	\$13,522,041
Total Budget, General POS	\$907,194,459

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2023-2024
April 2024**

	Projected Annual E-2	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	162,639,197	16,124,056	130,161,051	38,030,791	168,191,842	(5,552,645)
4.3 Day Programs	121,075,846	9,965,523	87,476,690	23,722,058	111,198,748	9,877,098
4.3 Habilitation Programs	5,873,082	416,912	4,235,094	1,140,267	5,375,361	497,721
5.4 Transportation	38,491,277	3,102,874	28,577,789	8,080,083	36,657,872	1,833,405
6.5 Other Services	575,471,691	42,330,388	411,235,746	112,779,734	524,015,480	51,456,211
Total POS (General):	903,551,093	71,939,754	661,686,371	183,752,932	845,439,303	58,111,790
CRDP & CPP						
CRDP & CPP Placements	277,874	(18,679)	73,630	952,172	1,025,802	(747,928)
CRDP & CPP Assessments	700	0	350	31,013	31,363	(30,663)
CRDP & CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	2,878,574	(18,679)	73,980	3,583,184	3,657,164	(778,590)
HCBS Compliance Funding	764,792	0	0	764,792	764,792	0
Total HCBS:	764,792	0	0	764,792	764,792	0
Total Purchase of Service:	907,194,459	71,921,075	661,760,351	188,100,908	849,861,259	57,333,200
OPERATIONS						
25010 Salaries/Benefits	81,449,037	4,805,734	46,206,606	35,242,431	81,449,037	0
25010 Tuition Reimbursement Program	1,156,771	0	0	1,156,771	1,156,771	0
25020 Temporary Staff Agencies	500,000	38,238	279,041	220,959	500,000	0
Total Salaries/Benefits:	83,105,808	4,843,971	46,485,647	36,620,160	83,105,808	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184	33,100	187,613	261,571	449,184	0
30020 Equipment Maint	87,499	3,268	22,480	65,019	87,499	0
30030 Facility Rent	6,268,438	976,359	5,895,063	373,375	6,268,438	0
30040 Facility Maint. AV	100,410	2,359	34,746	65,664	100,410	0
30041 Facility Maint. SFV	368,858	12,398	66,549	302,309	368,858	0
30042 Facility Maint. SCV	81,615	1,066	47,824	33,791	81,615	0
30050 Communication	819,708	115,710	741,935	77,773	819,708	0
30060 General Office Exp	308,015	29,818	161,193	146,822	308,015	0
30070 Printing	36,302	6,368	15,688	20,614	36,302	0
30080 Insurance	582,104	0	557,104	25,000	582,104	0
30090 Utilities	186,052	7,804	79,242	106,810	186,052	0
30100 Data Processing	200,250	16,899	151,865	48,385	200,250	0
30110 Data Proc. Maint	305,700	7,835	106,175	199,525	305,700	0
30120 Interest Expense	90,004	2,481	29,963	60,041	90,004	0
30130 Bank Fees	199,045	44,541	182,339	16,706	199,045	0
30140 Legal Fees	935,500	82,643	409,926	525,574	935,500	0
30150 Board of Trustees Exp	101,500	43,292	86,178	15,322	101,500	0
30151 ARCA Dues	158,823	158,823	158,823	0	158,823	0
30160 Accounting Fees	107,550	36	3,749	103,801	107,550	0
30170 Equipment Purchases	1,530,674	41,267	808,551	722,124	1,530,674	0
30180 Contr/Consult-Adm	2,020,970	113,498	882,940	1,138,029	2,020,970	0
30220 Mileage/Travel	377,050	26,629	215,187	161,863	377,050	0
30240 General Expenses	1,624,529	82,183	637,795	986,734	1,624,529	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	17,081,185	1,808,379	11,482,928	5,598,257	17,081,185	0
Total Operations:	100,186,992	6,652,350	57,968,575	42,218,418	100,186,992	0
Total Gross Budget :	1,007,381,452	78,573,425	719,728,926	230,319,326	950,048,252	57,333,200
OPS Projects:	337,300	0	0	337,300	337,300	0
Total Gross Budget with Projects:	1,007,718,752	78,573,425	719,728,926	230,656,626	950,385,552	57,333,200

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2023-2024
April 2024

	Projected Annual E-2	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	162,639,196.78	16,124,055.77	130,161,051.18	38,030,791	168,191,842	(5,552,645)
4.3 Day Programs	121,075,846.49	9,965,522.89	87,476,690.11	23,722,058	111,198,748	9,877,098
4.3 Habilitation Programs	5,873,082.11	416,912.07	4,235,094.21	1,140,267	5,375,361	497,721
5.4 Transportation	38,491,276.57	3,102,874.46	28,577,789.43	8,080,083	36,657,872	1,833,405
6.5 Other Services	575,471,691.27	42,330,388.48	411,235,746.08	112,779,734	524,015,480	51,456,211
Total POS (General):	903,551,093.22	71,939,753.67	661,686,371.01	183,752,932	845,439,303	58,111,790
OPERATIONS						
25010 Salaries/Benefits	80,415,406.67	4,707,928.03	45,401,945.29	35,013,461	80,415,407	0
25010 Tuition Reimbursement Program	1,156,771.00	-	-	1,156,771	1,156,771	0
25020 Temporary Staffing Agencies	500,000.00	38,237.50	279,041.22	220,959	500,000	0
Total Salaries:	82,072,177.67	4,746,165.53	45,680,986.51	36,391,191	82,072,178	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184.00	33,099.62	187,612.86	261,571	449,184	0
30020 Equipment Maint	87,499.00	3,268.47	22,479.72	65,019	87,499	0
30030 Facility Rental	6,268,438.00	976,359.49	5,895,062.87	373,375	6,268,438	0
30040 Facility Maint. AV	100,410.00	2,358.61	34,745.96	65,664	100,410	0
30041 Facility Maint. SFV	368,858.00	12,397.85	66,549.03	302,309	368,858	0
30042 Facility Maint. SCV	81,615.00	1,065.91	47,823.77	33,791	81,615	0
30050 Communication	819,708.00	115,710.08	741,934.83	77,773	819,708	0
30060 General Office Exp	308,015.00	29,817.77	161,192.61	146,822	308,015	0
30070 Printing	36,302.17	6,368.41	15,687.76	20,614	36,302	0
30080 Insurance	582,104.30	-	557,104.30	25,000	582,104	0
30090 Utilities	186,052.00	7,803.72	79,241.75	106,810	186,052	0
30100 Data Processing	200,250.00	16,899.45	151,865.29	48,385	200,250	0
30110 Data Proc. Maint	305,700.00	7,834.90	106,175.07	199,525	305,700	0
30120 Interest Expense	90,004.00	2,481.24	29,962.94	60,041	90,004	0
30130 Bank Fees	199,045.00	44,541.42	182,339.25	16,706	199,045	0
30140 Legal Fees	935,500.00	82,643.04	409,926.21	525,574	935,500	0
30150 Board of Trustees Exp	101,500.00	43,292.03	86,178.34	15,322	101,500	0
30151 ARCA Dues	158,823.47	158,823.47	158,823.47	0	158,823	0
30160 Accounting Fees	107,550.00	36.00	3,748.97	103,801	107,550	0
30170 Equipment Purchases & Software	1,530,674.00	41,267.01	808,550.50	722,124	1,530,674	0
30180 Contr/Consult	2,020,969.78	113,498.37	882,940.31	1,138,029	2,020,970	0
30220 Mileage/Travel	377,050.00	26,629.17	215,187.02	161,863	377,050	0
30240 General Expenses	1,624,529.01	82,183.20	637,794.67	986,734	1,624,529	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	17,081,184.73	1,808,379.23	11,482,927.50	5,598,257	17,081,185	0
Total Operations:	99,153,362.40	6,554,544.76	57,163,914.01	41,989,448	99,153,362	0
Gross Budget:	1,002,704,456	78,494,298	718,850,285.02	225,742,380	944,592,665	58,111,790
% of Budget:	100.00%	7.83%	71.69%	22.51%	94.20%	5.80%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2023-2024
April 2024

	Projected Annual E-2	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	277,874	(18,679)	73,630	952,172	1,025,802	(747,928)
CPP Assessments	700	0	350	31,013	31,363	(30,663)
CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	2,878,574	(18,679)	73,980	3,583,184	3,657,164	(778,590)
OPERATIONS						
25010 Salaries/Benefits	611,350	61,954	476,065	135,285	611,350	0
Total Salaries:	611,350	61,954	476,065	135,285	611,350	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:	611,350	61,954	476,065	135,285	611,350	0
Gross Budget:	3,489,924	43,275	550,044	3,718,470	4,268,514	(778,590)

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 2023-2024
April 2024

	Projected Annual E-2	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	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/ CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	422,280	35,851	328,596	93,684	422,280	0
Total Salaries:	422,280	35,851	328,596	93,684	422,280	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:	422,280	35,851	328,596	93,684	422,280	0
Gross Budget:	422,280	35,851	328,596	93,684	422,280	0
% of Budget:	100.00%	8.49%	77.81%	22.19%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER

Operations ("OPS") Project Line Item Report

FISCAL YEAR 2023-2024

April 2024

	Projected Annual E-2	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	\$130,113	\$0	\$0	\$130,113	\$130,113	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	\$0
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$337,300	\$0	\$0	\$337,300	\$337,300	\$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.

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center. Moved allocation of \$106,714 to Regular Operations

NORTH LOS ANGELES COUNTY REGIONAL CENTER

Purchase of Services ("POS") Project Line Item Report

FISCAL YEAR 2023-2024

April 2024

	Projected Annual E-2	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
HCBS Provider Funding for Compliance Activities	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0
TOTAL:	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0

Home and Community-Based Services ("HCBS") Compliance Funding: The HCBS Rules require that programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. This could include opportunities to seek employment in competitive and integrated settings, control personal resources, and engage in the community to the same degree as individuals who do not receive regional center services. The HCBS rules focus on the nature and quality of the individuals' experience and not just the setting where the services are delivered.

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2023-2024
May 2024**

BUDGET CATEGORY	Projected Annual E-2	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$82,072,195	\$6,489,161	\$52,170,147	\$82,072,195	\$0	0.00%
Operating Expenses	\$17,248,148	\$800,407	\$12,283,334	\$17,248,148	\$0	0.00%
Subtotal OPS General	\$99,320,343	\$7,289,568	\$64,453,482	\$99,320,343	\$0	0.00%
Salaries & Benefits - CPP Regular	\$611,350	\$88,360	\$564,425	\$611,350	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$611,350	\$88,360	\$564,425	\$611,350	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$422,280	\$49,038	\$377,634	\$422,280	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$422,280	\$49,038	\$377,634	\$422,280	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$130,113	\$0	\$0	\$130,113	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	0.00%
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS Projects	\$337,300	\$0	\$0	\$337,300	\$0	0.00%
Total Operations:	\$100,691,273	\$7,426,966	\$65,395,541	\$100,691,273	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$904,315,885	\$74,732,630	\$736,419,001	\$852,576,080	\$51,739,805	5.72%
CPP Regular and DC Closure/Ongoing Workload	\$2,878,574	\$83,618	\$157,598	\$3,657,164	(\$778,590)	-27.05%
Total Purchase of Services:	\$907,194,459	\$74,816,248	\$736,576,599	\$856,233,244	\$50,961,215	5.62%
Total NLACRC Budget:	\$1,007,885,732	\$82,243,215	\$801,972,140	\$956,924,518	\$50,961,215	5.06%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2023-2024
May 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2023-2024	
Prelim from DDS for OPS	\$58,984,961
E-1 from DDS for OPS, Projects, and CRDP/CPP	\$39,364,503
E-2 from DDS for OPS, Projects, and CRDP/CPP	\$1,367,284
E-3 from DDS for OPS, Projects, and CRDP/CPP	
E-4 from DDS for OPS, Projects, and CRDP/CPP	
E-5 from DDS for OPS, Projects, and CRDP/CPP	
E-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$592,567,697
E-1 from DDS for POS and POS-CRDP/CPP	\$144,063,590
E-2 from DDS for POS-CRDP/CPP	\$157,041,131
E-3 from DDS for POS-CRDP/CPP	
E-4 from DDS for POS-CRDP/CPP	
E-5 from DDS for POS-CRDP/CPP	
E-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$993,389,166
Projected Revenue	974,525
Subtotal - Projected Revenue Operations	\$974,525
Projected ICF/SPA Transportation/Day Program Revenue	\$13,522,041
Subtotal - Projected Revenue Purchase of Services	\$13,522,041
Total Budget	\$1,007,885,732

OPERATIONS BUDGET SOURCES FISCAL YEAR 2023-2024	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$58,984,961
E-1, OPS Allocation	\$38,029,573
E-2, OPS Allocation	\$1,331,284
E-3, OPS Allocation	
E-4, OPS Allocation	
E-5, OPS Allocation	
Total General OPS	98,345,818
Projected Interest Income	\$180,520
Projected Other Income	\$664,005
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$974,525
TOTAL GENERAL OPS	\$99,320,343
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
E-1, OPS CRDP/CPP	\$575,350
E-2, OPS CRDP/CPP	\$36,000
Total CRDP/CPP Regular	\$611,350
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
E-1, OPS DC Closure/Ongoing Workload	\$422,280
E-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$422,280
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$130,113
Services Access & Equity (Disparities)	\$0
Language Access & Cultural	
Total OPS PROJECTS	\$337,300
Total Operations Budget	\$100,691,273

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2023-2024	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$592,567,697
E-1, POS Allocation	\$144,063,590
E-2, POS Allocation	\$157,041,131
E-3, POS Allocation	\$0
E-4, POS Allocation	\$0
Total General POS Allocation	\$893,672,418
ADD:	
Projected ICF SPA Revenue	\$13,522,041
Total Budget, General POS	\$907,194,459

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2023-2024
May 2024**

	Projected Annual E-2	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	176,824,949	16,744,031	146,905,082	26,078,548	172,983,630	3,841,319
4.3 Day Programs	120,443,361	9,640,611	97,117,301	13,971,080	111,088,382	9,354,979
4.3 Habilitation Programs	5,963,437	506,758	4,741,852	738,687	5,480,539	482,898
5.4 Transportation	39,756,248	3,371,805	31,949,594	4,714,030	36,663,625	3,092,624
6.5 Other Services	560,563,098	44,469,425	455,705,171	69,889,942	525,595,113	34,967,985
Total POS (General):	903,551,093	74,732,630	736,419,001	115,392,287	851,811,288	51,739,805
CRDP & CPP						
CRDP & CPP Placements	277,874	83,618	157,248	868,554	1,025,802	(747,928)
CRDP & CPP Assessments	700	0	350	31,013	31,363	(30,663)
CRDP & CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	2,878,574	83,618	157,598	3,499,566	3,657,164	(778,590)
HCBS Compliance Funding	764,792	0	0	764,792	764,792	0
Total HCBS:	764,792	0	0	764,792	764,792	0
Total Purchase of Service:	907,194,459	74,816,248	736,576,599	119,656,645	856,233,244	50,961,215
OPERATIONS						
25010 Salaries/Benefits	81,449,054	6,622,434	52,829,040	28,620,014	81,449,054	0
25010 Tuition Reimbursement Program	1,156,771	0	0	1,156,771	1,156,771	0
25020 Temporary Staff Agencies	500,000	4,125	283,166	216,834	500,000	0
Total Salaries/Benefits:	83,105,825	6,626,559	53,112,207	29,993,618	83,105,825	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184	14,788	202,401	246,783	449,184	0
30020 Equipment Maint	87,499	0	22,480	65,019	87,499	0
30030 Facility Rent	6,268,438	33,176	5,928,238	340,200	6,268,438	0
30040 Facility Maint. AV	100,410	1,829	36,575	63,835	100,410	0
30041 Facility Maint. SFV	368,858	17,005	83,554	285,304	368,858	0
30042 Facility Maint. SCV	81,615	0	47,824	33,791	81,615	0
30050 Communication	819,708	15,193	757,128	62,580	819,708	0
30060 General Office Exp	308,015	7,208	168,400	139,615	308,015	0
30070 Printing	36,302	0	15,688	20,614	36,302	0
30080 Insurance	582,104	0	557,104	25,000	582,104	0
30090 Utilities	186,052	7,121	86,363	99,689	186,052	0
30100 Data Processing	200,250	15,534	167,400	32,850	200,250	0
30110 Data Proc. Maint	305,700	1,525	107,700	198,000	305,700	0
30120 Interest Expense	90,004	2,432	32,395	57,609	90,004	0
30130 Bank Fees	199,045	0	182,339	16,706	199,045	0
30140 Legal Fees	935,500	24,706	434,632	500,868	935,500	0
30150 Board of Trustees Exp	101,500	2,831	89,009	12,491	101,500	0
30151 ARCA Dues	158,823	0	158,823	0	158,823	0
30160 Accounting Fees	107,550	0	3,749	103,801	107,550	0
30170 Equipment Purchases	1,697,637	516,594	1,325,145	372,492	1,697,637	0
30180 Contr/Consult-Adm	2,020,970	36,424	919,364	1,101,606	2,020,970	0
30220 Mileage/Travel	377,050	40,208	255,395	121,655	377,050	0
30240 General Expenses	1,624,529	63,833	701,627	922,902	1,624,529	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	17,248,148	800,407	12,283,334	4,964,814	17,248,148	0
Total Operations:	100,353,973	7,426,966	65,395,541	34,958,432	100,353,973	0
Total Gross Budget :	1,007,548,432	82,243,215	801,972,140	154,615,077	956,587,218	50,961,215
OPS Projects:	337,300	0	0	337,300	337,300	0
Total Gross Budget with Projects:	1,007,885,732	82,243,215	801,972,140	154,952,377	956,924,518	50,961,215

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2023-2024
May 2024

	Projected Annual E-2	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	176,824,948.94	16,744,031.21	146,905,082.39	26,078,548	172,983,630	3,841,319
4.3 Day Programs	120,443,360.73	9,640,611.38	97,117,301.49	13,971,080	111,088,382	9,354,979
4.3 Habilitation Programs	5,963,437.22	506,758.05	4,741,852.26	738,687	5,480,539	482,898
5.4 Transportation	39,756,248.10	3,371,804.65	31,949,594.08	4,714,030	36,663,625	3,092,624
6.5 Other Services	560,563,098.23	44,469,424.92	455,705,171.00	69,889,942	525,595,113	34,967,985
Total POS (General):	903,551,093.22	74,732,630.21	736,419,001.22	115,392,287	851,811,288	51,739,805
OPERATIONS						
25010 Salaries/Benefits	80,415,423.90	6,485,035.53	51,886,980.82	28,528,443	80,415,424	0
25010 Tuition Reimbursement Program	1,156,771.00	-	-	1,156,771	1,156,771	0
25020 Temporary Staffing Agencies	500,000.00	4,125.15	283,166.37	216,834	500,000	0
Total Salaries:	82,072,194.90	6,489,160.68	52,170,147.19	29,902,048	82,072,195	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184.00	14,788.18	202,401.04	246,783	449,184	0
30020 Equipment Maint	87,499.00	-	22,479.72	65,019	87,499	0
30030 Facility Rental	6,268,438.00	33,175.53	5,928,238.40	340,200	6,268,438	0
30040 Facility Maint. AV	100,410.00	1,829.11	36,575.07	63,835	100,410	0
30041 Facility Maint. SFV	368,858.00	17,005.31	83,554.34	285,304	368,858	0
30042 Facility Maint. SCV	81,615.00	-	47,823.77	33,791	81,615	0
30050 Communication	819,708.00	15,193.13	757,127.96	62,580	819,708	0
30060 General Office Exp	308,015.00	7,207.57	168,400.18	139,615	308,015	0
30070 Printing	36,302.17	-	15,687.76	20,614	36,302	0
30080 Insurance	582,104.30	-	557,104.30	25,000	582,104	0
30090 Utilities	186,052.00	7,121.35	86,363.10	99,689	186,052	0
30100 Data Processing	200,250.00	15,534.42	167,399.71	32,850	200,250	0
30110 Data Proc. Maint	305,700.00	1,525.00	107,700.07	198,000	305,700	0
30120 Interest Expense	90,004.00	2,432.10	32,395.04	57,609	90,004	0
30130 Bank Fees	199,045.00	-	182,339.25	16,706	199,045	0
30140 Legal Fees	935,500.00	24,706.00	434,632.21	500,868	935,500	0
30150 Board of Trustees Exp	101,500.00	2,830.59	89,008.93	12,491	101,500	0
30151 ARCA Dues	158,823.47	-	158,823.47	0	158,823	0
30160 Accounting Fees	107,550.00	-	3,748.97	103,801	107,550	0
30170 Equipment Purchases & Software	1,697,637.44	516,594.47	1,325,144.97	372,492	1,697,637	0
30180 Contr/Consult	2,020,969.78	36,423.50	919,363.81	1,101,606	2,020,970	0
30220 Mileage/Travel	377,050.00	40,207.96	255,394.98	121,655	377,050	0
30240 General Expenses	1,624,529.01	63,832.74	701,627.41	922,902	1,624,529	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	17,248,148.17	800,406.96	12,283,334.46	4,964,814	17,248,148	0
Total Operations:	99,320,343.07	7,289,567.64	64,453,481.65	34,866,861	99,320,343	0
Gross Budget:	1,002,871,436	82,022,198	800,872,482.87	150,259,149	951,131,631	51,739,805
% of Budget:	100.00%	8.18%	79.86%	14.98%	94.84%	5.16%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2023-2024
May 2024

	Projected Annual E-2	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	277,874	83,618	157,248	868,554	1,025,802	(747,928)
CPP Assessments	700	0	350	31,013	31,363	(30,663)
CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	2,878,574	83,618	157,598	3,499,566	3,657,164	(778,590)
OPERATIONS						
25010 Salaries/Benefits	611,350	88,360	564,425	46,925	611,350	0
Total Salaries:	611,350	88,360	564,425	46,925	611,350	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:	611,350	88,360	564,425	46,925	611,350	0
Gross Budget:	3,489,924	171,979	722,023	3,546,491	4,268,514	(778,590)

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 2023-2024
May 2024

	Projected Annual E-2	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	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	422,280	49,038	377,634	44,646	422,280	0
Total Salaries:	422,280	49,038	377,634	44,646	422,280	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:	422,280	49,038	377,634	44,646	422,280	0
Gross Budget:	422,280	49,038	377,634	44,646	422,280	0
% of Budget:	100.00%	11.61%	89.43%	10.57%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER

Operations ("OPS") Project Line Item Report

FISCAL YEAR 2023-2024

May 2024

	Projected Annual E-2	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	\$130,113	\$0	\$0	\$130,113	\$130,113	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	\$0
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$337,300	\$0	\$0	\$337,300	\$337,300	\$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.

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center. Moved allocation of \$106,714 to Regular Operations

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Purchase of Services ("POS") Project Line Item Report
FISCAL YEAR 2023-2024
May 2024

	Projected Annual E-2	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
HCBS Provider Funding for Compliance Activities	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0
TOTAL:	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0

Home and Community-Based Services ("HCBS") Compliance Funding: The HCBS Rules require that programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. This could include opportunities to seek employment in competitive and integrated settings, control personal resources, and engage in the community to the same degree as individuals who do not receive regional center services. The HCBS rules focus on the nature and quality of the individuals' experience and not just the setting where the services are delivered.

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2023-2024
June 2024**

BUDGET CATEGORY	Projected Annual E-2	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$81,995,629	\$2,166,831	\$59,864,244	\$81,995,629	\$0	0.00%
Operating Expenses	\$17,224,715	\$570,829	\$12,960,282	\$17,224,715	\$0	0.00%
Subtotal OPS General	\$99,220,343	\$2,737,660	\$72,824,526	\$99,220,343	\$0	0.00%
Salaries & Benefits - CPP Regular	\$611,350	\$26,632	\$689,855	\$611,350	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$611,350	\$26,632	\$689,855	\$611,350	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$422,280	\$16,185	\$443,892	\$422,280	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$422,280	\$16,185	\$443,892	\$422,280	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$130,113	\$0	\$0	\$130,113	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	0.00%
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	0.00%
HCBS Family Expo	\$100,000	\$8,517	\$61,701	\$100,000	\$0	0.00%
Subtotal OPS Projects	\$437,300	\$8,517	\$61,701	\$437,300	\$0	0.00%
Total Operations:	\$100,691,273	\$2,788,993	\$74,019,973	\$100,691,273	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$904,315,885	\$75,983,418	\$812,401,878	\$852,573,006	\$51,742,879	5.72%
CPP Regular and DC Closure/Ongoing Workload	\$2,878,574	\$78,698	\$236,296	\$3,657,164	(\$778,590)	-27.05%
Total Purchase of Services:	\$907,194,459	\$76,062,116	\$812,638,174	\$856,230,171	\$50,964,289	5.62%
Total NLACRC Budget:	\$1,007,885,732	\$78,851,110	\$886,658,148	\$956,921,444	\$50,964,289	5.06%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2023-2024
June 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2023-2024	
Prelim from DDS for OPS	\$58,984,961
E-1 from DDS for OPS, Projects, and CRDP/CPP	\$39,364,503
E-2 from DDS for OPS, Projects, and CRDP/CPP	\$1,367,284
E-3 from DDS for OPS, Projects, and CRDP/CPP	
E-4 from DDS for OPS, Projects, and CRDP/CPP	
E-5 from DDS for OPS, Projects, and CRDP/CPP	
E-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$592,567,697
E-1 from DDS for POS and POS-CRDP/CPP	\$144,063,590
E-2 from DDS for POS-CRDP/CPP	\$157,041,131
E-3 from DDS for POS-CRDP/CPP	
E-4 from DDS for POS-CRDP/CPP	
E-5 from DDS for POS-CRDP/CPP	
E-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$993,389,166
Projected Revenue	974,525
Subtotal - Projected Revenue Operations	\$974,525
Projected ICF/SPA Transportation/Day Program Revenue	\$13,522,041
Subtotal - Projected Revenue Purchase of Services	\$13,522,041
Total Budget	\$1,007,885,732

OPERATIONS BUDGET SOURCES FISCAL YEAR 2023-2024	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$58,984,961
E-1, OPS Allocation	\$37,929,573
E-2, OPS Allocation	\$1,331,284
E-3, OPS Allocation	
E-4, OPS Allocation	
E-5, OPS Allocation	
Total General OPS	98,245,818
Projected Interest Income	\$180,520
Projected Other Income	\$664,005
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$974,525
TOTAL GENERAL OPS	\$99,220,343
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	
	\$0
E-1, OPS CRDP/CPP	\$575,350
E-2, OPS CRDP/CPP	\$36,000
Total CRDP/CPP Regular	\$611,350
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	
	\$0
E-1, OPS DC Closure/Ongoing Workload	\$422,280
E-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$422,280
Family Resource Center ("FRC")	
	\$207,187
SDP Participant Supports	\$130,113
Services Access & Equity (Disparities)	\$0
Language Access & Cultural	\$0
HCBS Family Expo	\$100,000
Total OPS PROJECTS	\$437,300
Total Operations Budget	\$100,691,273

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2023-2024	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$592,567,697
E-1, POS Allocation	\$144,063,590
E-2, POS Allocation	\$157,041,131
E-3, POS Allocation	\$0
E-4, POS Allocation	\$0
Total General POS Allocation	\$893,672,418
ADD:	
Projected ICF SPA Revenue	\$13,522,041
Total Budget, General POS	\$907,194,459

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2023-2024
June 2024**

	Projected Annual E-2	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	176,824,949	15,754,822	162,675,857	9,817,566	172,493,423	4,331,526
4.3 Day Programs	120,443,361	8,551,238	105,668,539	4,973,665	110,642,204	9,801,157
4.3 Habilitation Programs	5,963,437	596,959	5,338,811	169,591	5,508,402	455,035
5.4 Transportation	39,756,248	3,010,240	34,959,834	820,796	35,780,630	3,975,618
6.5 Other Services	560,563,098	48,070,160	503,758,837	23,624,718	527,383,555	33,179,543
Total POS (General):	903,551,093	75,983,418	812,401,878	39,406,336	851,808,214	51,742,879
CRDP & CPP						
CRDP & CPP Placements	277,874	78,698	235,946	789,856	1,025,802	(747,928)
CRDP & CPP Assessments	700	0	350	31,013	31,363	(30,663)
CRDP & CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	2,878,574	78,698	236,296	3,420,868	3,657,164	(778,590)
HCBS Compliance Funding	764,792	0	0	764,792	764,792	0
Total HCBS:	764,792	0	0	764,792	764,792	0
Total Purchase of Service:	907,194,459	76,062,116	812,638,174	43,591,996	856,230,171	50,964,289
OPERATIONS						
25010 Salaries/Benefits	81,372,488	2,176,912	60,682,088	20,690,400	81,372,488	0
25010 Tuition Reimbursement Program	1,156,771	0	0	1,156,771	1,156,771	0
25020 Temporary Staff Agencies	500,000	32,736	315,902	184,098	500,000	0
Total Salaries/Benefits:	83,029,259	2,209,647	60,997,990	22,031,268	83,029,259	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184	5,448	209,159	240,025	449,184	0
30020 Equipment Maint	87,499	0	22,480	65,019	87,499	0
30030 Facility Rent	6,268,438	0	5,928,238	340,200	6,268,438	0
30040 Facility Maint. AV	100,410	3,955	40,530	59,880	100,410	0
30041 Facility Maint. SFV	368,858	8,540	95,836	273,022	368,858	0
30042 Facility Maint. SCV	81,615	423	49,985	31,630	81,615	0
30050 Communication	819,708	1,345	780,789	38,919	819,708	0
30060 General Office Exp	308,015	5,025	175,396	132,619	308,015	0
30070 Printing	36,302	3,701	19,388	16,914	36,302	0
30080 Insurance	557,404	300	557,404	0	557,404	0
30090 Utilities	186,052	6,353	92,716	93,336	186,052	0
30100 Data Processing	200,250	17,904	185,304	14,946	200,250	0
30110 Data Proc. Maint	305,700	1,131	112,965	192,735	305,700	0
30120 Interest Expense	32,395	0	32,395	0	32,395	0
30130 Bank Fees	199,045	8,460	190,799	8,246	199,045	0
30140 Legal Fees	850,500	60,125	510,987	339,513	850,500	0
30150 Board of Trustees Exp	101,500	1,583	99,943	1,557	101,500	0
30151 ARCA Dues	158,823	0	158,823	0	158,823	0
30160 Accounting Fees	107,550	0	3,749	103,801	107,550	0
30170 Equipment Purchases	1,724,220	4,837	1,391,132	333,088	1,724,220	0
30180 Contr/Consult-Adm	2,020,970	139,541	1,071,508	949,462	2,020,970	0
30220 Mileage/Travel	377,050	11,269	277,140	99,910	377,050	0
30240 General Expenses	1,741,822	290,891	953,615	788,207	1,741,822	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	17,224,715	570,829	12,960,282	4,264,433	17,224,715	0
Total Operations:	100,253,973	2,780,476	73,958,272	26,295,701	100,253,973	0
Total Gross Budget :	1,007,448,432	78,842,593	886,596,447	69,887,697	956,484,144	50,964,289
OPS Projects:	437,300	8,517	61,701	375,599	437,300	0
Total Gross Budget with Projects:	1,007,885,732	78,851,110	886,658,148	70,263,296	956,921,444	50,964,289

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2023-2024
June 2024

	Projected Annual E-2	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	176,824,948.94	15,754,821.59	162,675,857.05	9,817,566	172,493,423	4,331,526
4.3 Day Programs	120,443,360.73	8,551,237.63	105,668,539.12	4,973,665	110,642,204	9,801,157
4.3 Habilitation Programs	5,963,437.22	596,959.14	5,338,811.40	169,591	5,508,402	455,035
5.4 Transportation	39,756,248.10	3,010,239.72	34,959,833.80	820,796	35,780,630	3,975,618
6.5 Other Services	560,563,098.23	48,070,160.00	503,758,836.95	23,624,718	527,383,555	33,179,543
Total POS (General):	903,551,093.22	75,983,418.08	812,401,878.32	39,406,336	851,808,214	51,742,879
OPERATIONS						
25010 Salaries/Benefits	80,338,857.56	2,134,095.18	59,548,341.69	20,790,516	80,338,858	0
25010 Tuition Reimbursement Program	1,156,771.00	-	-	1,156,771	1,156,771	0
25020 Temporary Staffing Agencies	500,000.00	32,735.91	315,902.28	184,098	500,000	0
Total Salaries:	81,995,628.56	2,166,831.09	59,864,243.97	22,131,385	81,995,629	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184.00	5,447.77	209,159.33	240,025	449,184	0
30020 Equipment Maint	87,499.00	-	22,479.72	65,019	87,499	0
30030 Facility Rental	6,268,438.00	-	5,928,238.40	340,200	6,268,438	0
30040 Facility Maint. AV	100,410.00	3,955.00	40,530.07	59,880	100,410	0
30041 Facility Maint. SFV	368,858.00	8,539.50	95,835.66	273,022	368,858	0
30042 Facility Maint. SCV	81,615.00	423.00	49,984.54	31,630	81,615	0
30050 Communication	819,708.00	1,344.53	780,789.10	38,919	819,708	0
30060 General Office Exp	308,015.00	5,025.46	175,395.55	132,619	308,015	0
30070 Printing	36,302.17	3,700.59	19,388.35	16,914	36,302	0
30080 Insurance	557,404.30	300.00	557,404.30	0	557,404	0
30090 Utilities	186,052.00	6,352.70	92,715.80	93,336	186,052	0
30100 Data Processing	200,250.00	17,904.07	185,303.78	14,946	200,250	0
30110 Data Proc. Maint	305,700.00	1,131.09	112,964.83	192,735	305,700	0
30120 Interest Expense	32,395.04	-	32,395.04	0	32,395	0
30130 Bank Fees	199,045.00	8,460.14	190,799.39	8,246	199,045	0
30140 Legal Fees	850,500.00	60,124.68	510,986.89	339,513	850,500	0
30150 Board of Trustees Exp	101,500.00	1,582.68	99,943.20	1,557	101,500	0
30151 ARCA Dues	158,823.47	-	158,823.47	0	158,823	0
30160 Accounting Fees	107,550.00	-	3,748.97	103,801	107,550	0
30170 Equipment Purchases & Software	1,724,219.78	4,836.88	1,391,131.91	333,088	1,724,220	0
30180 Contr/Consult	2,020,969.78	139,540.50	1,071,508.06	949,462	2,020,970	0
30220 Mileage/Travel	377,050.00	11,269.11	277,140.20	99,910	377,050	0
30240 General Expenses	1,741,821.97	290,891.18	953,615.42	788,207	1,741,822	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	17,224,714.51	570,828.88	12,960,281.98	4,264,433	17,224,715	0
Total Operations:	99,220,343.07	2,737,659.97	72,824,525.95	26,395,817	99,220,343	0
Gross Budget:	1,002,771,436	78,721,078	885,226,404.27	65,802,153	951,028,558	51,742,879
% of Budget:	100.00%	7.85%	88.28%	6.56%	94.84%	5.16%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2023-2024
June 2024

	Projected Annual E-2	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	277,874	78,698	235,946	789,856	1,025,802	(747,928)
CPP Assessments	700	0	350	31,013	31,363	(30,663)
CPP Start Up	2,600,000	0	0	2,600,000	2,600,000	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	2,878,574	78,698	236,296	3,420,868	3,657,164	(778,590)
OPERATIONS						
25010 Salaries/Benefits	611,350	26,632	689,855	(78,505)	611,350	0
Total Salaries:	611,350	26,632	689,855	(78,505)	611,350	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:	611,350	26,632	689,855	(78,505)	611,350	0
Gross Budget:	3,489,924	105,330	926,151	3,342,363	4,268,514	(778,590)

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 2023-2024
June 2024

	Projected Annual E-2	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	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	422,280	16,185	443,892	(21,612)	422,280	0
Total Salaries:	422,280	16,185	443,892	(21,612)	422,280	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:	422,280	16,185	443,892	(21,612)	422,280	0
Gross Budget:	422,280	16,185	443,892	(21,612)	422,280	0
% of Budget:	100.00%	3.83%	105.12%	-5.12%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2023-2024
June 2024

	Projected Annual E-2	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	\$130,113	\$0	\$0	\$130,113	\$130,113	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	\$0
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	\$0
HCBS Family Expo	\$100,000	\$8,517	\$61,701	\$38,299	\$100,000	\$0
TOTAL:	\$437,300	\$8,517	\$61,701	\$375,599	\$437,300	\$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.

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center. Moved allocation of \$106,714 to Regular Operations

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Purchase of Services ("POS") Project Line Item Report
FISCAL YEAR 2023-2024
June 2024

	Projected Annual E-2	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
HCBS Provider Funding for Compliance Activities	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0
TOTAL:	\$764,792	\$0	\$0	\$764,792	\$764,792	\$0

Home and Community-Based Services ("HCBS") Compliance Funding: The HCBS Rules require that programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. This could include opportunities to seek employment in competitive and integrated settings, control personal resources, and engage in the community to the same degree as individuals who do not receive regional center services. The HCBS rules focus on the nature and quality of the individuals' experience and not just the setting where the services are delivered.

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2024-2025
July 2024**

BUDGET CATEGORY	Projected Annual Prelim	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$46,112,774	\$5,041,199	\$5,592,709	\$46,112,774	\$0	0.00%
Operating Expenses	\$18,802,708	\$1,096,578	\$2,144,385	\$18,802,708	\$0	0.00%
Subtotal OPS General	\$64,915,482	\$6,137,777	\$7,737,094	\$64,915,482	\$0	0.00%
Salaries & Benefits - CPP Regular	\$0	\$58,300	\$63,978	\$0	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$0	\$58,300	\$63,978	\$0	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$0	\$34,395	\$36,232	\$0	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$0	\$34,395	\$36,232	\$0	\$0	0.00%
Family Resource Center (FRC)	\$0	\$0	\$0	\$0	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$0	\$0	\$0	\$0	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	0.00%
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Total Operations:	\$64,915,482	\$6,230,472	\$7,837,304	\$64,915,482	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$741,645,974	\$55,746,158	\$55,790,259	\$741,645,974	\$0	0.00%
CPP Regular and DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Total Purchase of Services:	\$741,645,974	\$55,746,158	\$55,790,259	\$741,645,974	\$0	0.00%
Total NLACRC Budget:	\$806,561,456	\$61,976,630	\$63,627,563	\$806,561,456	\$0	0.00%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2024-2025
July 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2024-2025	
Prelim from DDS for OPS	\$64,623,482
E-1 from DDS for OPS, Projects, and CRDP/CPP	
E-2 from DDS for OPS, Projects, and CRDP/CPP	
E-3 from DDS for OPS, Projects, and CRDP/CPP	
E-4 from DDS for OPS, Projects, and CRDP/CPP	
E-5 from DDS for OPS, Projects, and CRDP/CPP	
E-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$728,145,974
E-1 from DDS for POS and POS-CRDP/CPP	
E-2 from DDS for POS-CRDP/CPP	
E-3 from DDS for POS-CRDP/CPP	
E-4 from DDS for POS-CRDP/CPP	
E-5 from DDS for POS-CRDP/CPP	
E-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$792,769,456
Projected Revenue	292,000
Subtotal - Projected Revenue Operations	\$292,000
Projected ICF/SPA Transportation/Day Program Revenue	\$13,500,000
Subtotal - Projected Revenue Purchase of Services	\$13,500,000
Total Budget	\$806,561,456

OPERATIONS BUDGET SOURCES FISCAL YEAR 2024-2025	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$64,623,482
E-1, OPS Allocation	
E-2, OPS Allocation	
E-3, OPS Allocation	
E-4, OPS Allocation	
E-5, OPS Allocation	
Total General OPS	64,623,482
Projected Interest Income	\$150,000
Projected Other Income	\$12,000
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$292,000
TOTAL GENERAL OPS	\$64,915,482
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
E-1, OPS CRDP/CPP	\$0
E-2, OPS CRDP/CPP	\$0
Total CRDP/CPP Regular	\$0
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
E-1, OPS DC Closure/Ongoing Workload	\$0
E-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$0
Family Resource Center ("FRC")	\$0
SDP Participant Supports	\$0
Services Access & Equity (Disparities)	\$0
Language Access & Cultural	
Total OPS PROJECTS	\$0
Total Operations Budget	\$64,915,482

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2024-2025	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$728,145,974
E-1, POS Allocation	\$0
E-2, POS Allocation	\$0
E-3, POS Allocation	\$0
E-4, POS Allocation	\$0
Total General POS Allocation	\$728,145,974
ADD:	
Projected ICF SPA Revenue	\$13,500,000
Total Budget, General POS	\$741,645,974

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2024-2025
July 2024**

	Projected Annual Prelim	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	133,496,275	10,845,390	10,845,390	122,650,885	133,496,275	0
4.3 Day Programs	99,380,561	6,855,270	6,855,270	92,525,290	99,380,561	0
4.3 Habilitation Programs	4,820,699	373,815	373,815	4,446,884	4,820,699	0
5.4 Transportation	31,594,118	3,112,214	3,112,214	28,481,904	31,594,118	0
6.5 Other Services	472,354,321	34,559,468	34,603,569	437,750,751	472,354,321	0
Total POS (General):	741,645,974	55,746,158	55,790,259	685,855,715	741,645,974	0
CRDP & CPP						
CRDP & CPP Placements	0	0	0	0	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	0	0	0	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
Total Purchase of Service:	741,645,974	55,746,158	55,790,259	685,855,715	741,645,974	0
OPERATIONS						
25010 Salaries/Benefits	45,612,774	5,123,329	5,682,354	39,930,420	45,612,774	0
25010 Tuition Reimbursement Program	0	0	0	0	0	0
25020 Temporary Staff Agencies	500,000	10,565	10,565	489,435	500,000	0
Total Salaries/Benefits:	46,112,774	5,133,894	5,692,919	40,419,855	46,112,774	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184	3,141	15,983	433,201	449,184	0
30020 Equipment Maint	87,499	0	0	87,499	87,499	0
30030 Facility Rent	6,952,027	512,845	1,004,726	5,947,300	6,952,027	0
30040 Facility Maint. AV	100,410	1,248	1,248	99,163	100,410	0
30041 Facility Maint. SFV	368,858	5,801	5,801	363,057	368,858	0
30042 Facility Maint. SCV	81,615	416	416	81,199	81,615	0
30050 Communication	819,708	109,978	175,672	644,036	819,708	0
30060 General Office Exp	308,015	3,305	3,305	304,710	308,015	0
30070 Printing	36,302	0	0	36,302	36,302	0
30080 Insurance	1,525,828	382,049	838,118	687,710	1,525,828	0
30090 Utilities	190,631	0	0	190,631	190,631	0
30100 Data Processing	316,973	942	1,884	315,089	316,973	0
30110 Data Proc. Maint	305,700	0	0	305,700	305,700	0
30120 Interest Expense	90,587	2,333	4,716	85,871	90,587	0
30130 Bank Fees	199,045	0	0	199,045	199,045	0
30140 Legal Fees	935,500	0	0	935,500	935,500	0
30150 Board of Trustees Exp	101,500	292	353	101,147	101,500	0
30151 ARCA Dues	158,823	0	0	158,823	158,823	0
30160 Accounting Fees	107,550	0	0	107,550	107,550	0
30170 Equipment Purchases	1,537,750	51,119	67,125	1,470,625	1,537,750	0
30180 Contr/Consult-Adm	2,020,970	0	0	2,020,970	2,020,970	0
30220 Mileage/Travel	342,300	19,244	19,244	323,056	342,300	0
30240 General Expenses	1,624,529	3,866	5,794	1,618,735	1,624,529	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	18,802,708	1,096,578	2,144,385	16,658,323	18,802,708	0
Total Operations:	64,915,482	6,230,472	7,837,304	57,078,178	64,915,482	0
Total Gross Budget :	806,561,456	61,976,630	63,627,563	742,933,893	806,561,456	0
OPS Projects:	0	0	0	0	0	0
Total Gross Budget with Projects:	806,561,456	61,976,630	63,627,563	742,933,893	806,561,456	0

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2024-2025
July 2024

	Projected Annual Prelim	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	133,496,275.32	10,845,390.38	10,845,390.38	122,650,885	133,496,275	0
4.3 Day Programs	99,380,560.52	6,855,270.36	6,855,270.36	92,525,290	99,380,561	0
4.3 Habilitation Programs	4,820,698.83	373,814.53	373,814.53	4,446,884	4,820,699	0
5.4 Transportation	31,594,118.49	3,112,214.26	3,112,214.26	28,481,904	31,594,118	0
6.5 Other Services	472,354,320.84	34,559,468.27	34,603,569.39	437,750,751	472,354,321	0
Total POS (General):	741,645,974.00	55,746,157.80	55,790,258.92	685,855,715	741,645,974	0
OPERATIONS						
25010 Salaries/Benefits	45,612,774.09	5,030,634.70	5,582,144.03	40,030,630	45,612,774	0
25010 Tuition Reimbursement Program	-	-	-	0	0	0
25020 Temporary Staffing Agencies	500,000.00	10,564.72	10,564.72	489,435	500,000	0
Total Salaries:	46,112,774.09	5,041,199.42	5,592,708.75	40,520,065	46,112,774	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184.00	3,140.57	15,982.57	433,201	449,184	0
30020 Equipment Maint	87,499.00	-	-	87,499	87,499	0
30030 Facility Rental	6,952,026.71	512,845.27	1,004,726.33	5,947,300	6,952,027	0
30040 Facility Maint. AV	100,410.00	1,247.50	1,247.50	99,163	100,410	0
30041 Facility Maint. SFV	368,858.00	5,801.15	5,801.15	363,057	368,858	0
30042 Facility Maint. SCV	81,615.00	415.57	415.57	81,199	81,615	0
30050 Communication	819,708.00	109,977.87	175,672.21	644,036	819,708	0
30060 General Office Exp	308,015.00	3,305.28	3,305.28	304,710	308,015	0
30070 Printing	36,302.17	-	-	36,302	36,302	0
30080 Insurance	1,525,828.00	382,048.74	838,117.74	687,710	1,525,828	0
30090 Utilities	190,630.77	-	-	190,631	190,631	0
30100 Data Processing	316,973.00	941.80	1,883.60	315,089	316,973	0
30110 Data Proc. Maint	305,700.00	-	-	305,700	305,700	0
30120 Interest Expense	90,587.00	2,333.38	4,716.20	85,871	90,587	0
30130 Bank Fees	199,045.00	-	-	199,045	199,045	0
30140 Legal Fees	935,500.00	-	-	935,500	935,500	0
30150 Board of Trustees Exp	101,500.00	291.54	353.13	101,147	101,500	0
30151 ARCA Dues	158,823.47	-	-	158,823	158,823	0
30160 Accounting Fees	107,550.00	-	-	107,550	107,550	0
30170 Equipment Purchases & Software	1,537,750.00	51,118.75	67,125.06	1,470,625	1,537,750	0
30180 Contr/Consult	2,020,969.78	-	-	2,020,970	2,020,970	0
30220 Mileage/Travel	342,300.00	19,244.35	19,244.35	323,056	342,300	0
30240 General Expenses	1,624,529.01	3,866.11	5,794.45	1,618,735	1,624,529	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	18,802,707.91	1,096,577.88	2,144,385.14	16,658,323	18,802,708	0
Total Operations:	64,915,482.00	6,137,777.30	7,737,093.89	57,178,388	64,915,482	0
Gross Budget:	806,561,456	61,883,935	63,527,352.81	743,034,103	806,561,456	0
% of Budget:	100.00%	7.67%	7.88%	92.12%	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 2024-2025
July 2024

	Projected Annual Prelim	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	0	0	0	0	0	0
CPP Assessments	0	0	0	0	0	0
CPP Start Up	0	0	0	0	0	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	0	58,300	63,978	(63,978)	0	0
Total Salaries:	0	58,300	63,978	(63,978)	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	58,300	63,978	(63,978)	0	0
Gross Budget:	0	58,300	63,978	(63,978)	0	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 2024-2025
July 2024

	Projected Annual Prelim	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	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	0	34,395	36,232	(36,232)	0	0
Total Salaries:	0	34,395	36,232	(36,232)	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	34,395	36,232	(36,232)	0	0
Gross Budget:	0	34,395	36,232	(36,232)	0	0
% of Budget:						

NORTH LOS ANGELES COUNTY REGIONAL CENTER

Operations ("OPS") Project Line Item Report

FISCAL YEAR 2024-2025

July 2024

	Projected Annual Prelim	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$0	\$0	\$0	\$0	\$0	\$0
Self Determination Program ("SDP") Participant Support	\$0	\$0	\$0	\$0	\$0	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$0	\$0	\$0	\$0	\$0	\$0
Language Access & Cultural Competency	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$0	\$0	\$0	\$0	\$0	\$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.

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center. Moved allocation of \$106,714 to Regular Operations

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Purchase of Services ("POS") Project Line Item Report
FISCAL YEAR 2024-2025
July 2024

	Projected Annual Prelim	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
HCBS Provider Funding for Compliance Activities	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$0	\$0	\$0	\$0	\$0	\$0

Home and Community-Based Services ("HCBS") Compliance Funding: The HCBS Rules require that programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. This could include opportunities to seek employment in competitive and integrated settings, control personal resources, and engage in the community to the same degree as individuals who do not receive regional center services. The HCBS rules focus on the nature and quality of the individuals' experience and not just the setting where the services are delivered.

**North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2023-2024 (March 2024 Service Month as of April 22, 2024 State Claim)**

Description	Current Month		
	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	543,523.55	3,423,243.36	3,966,766.91
Benefits **	155,216.78	1,002,504.75	1,157,721.53
Temporary Staffing Agencies	6,072.00	14,521.91	20,593.91
Subtotal Salaries & Benefits	704,812.33	4,440,270.02	5,145,082.35
Salaries & Benefits Allocation	13.7%	86.3%	100.0%
Equipment Rental	81.84	882.08	963.92
Equipment Maintenance	2,445.00	Not Allowable	2,445.00
Facility Rent	2,395.67	42,728.69	45,124.36
Facility Maintenance-AV	1,417.00	Not Allowable	1,417.00
Facility Maintenance-Van Nuys	9,431.30	Not Allowable	9,431.30
Facility Maintenance-SCV	4,394.54	Not Allowable	4,394.54
Communication	6,076.20	66,187.24	72,263.44
General Office Expenses	1,663.31	15,683.01	17,346.32
Printing	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	531.09	6,329.24	6,860.33
Data Processing-Payroll Fees	6,187.74	Not Allowable	6,187.74
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	0.00	Not Allowable	0.00
Interest Expense	5,109.27	0.00	5,109.27
Bank Fees	919.46	0.00	919.46
Bank Fees-PRMT	7,848.39	0.00	7,848.39
Legal Fees	28,032.10	43,743.90	71,776.00
Legal Fees-Insurance Deductible	0.00	0.00	0.00
Brd. of Director Exp.	11,031.04	0.00	11,031.04
ARCA Dues	0.00	0.00	0.00
Accounting Fees	0.00	0.00	0.00
Equipment Purchases	1,090.61	12,352.99	13,443.60
Software and Licenses	7,041.77	75,900.32	82,942.09
Equipment - AV Loan Principle Payments	0.00	31,668.99	31,668.99
Contractor/Consultant	131,196.07	111,870.69	243,066.76
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	35,432.35	35,432.35
Mileage	1,927.10	20,054.58	21,981.68
Travel	1,633.48	8,888.66	10,522.14
General Expenses	7,756.24	32,439.96	40,196.20
General Expenses-Remodel AV	0.00	0.00	0.00
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
ARPA Social Recreation Project	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	238,209.22	504,162.70	742,371.92
Operating Expenses Allocation	32.1%	67.9%	100.0%
Total Salaries & Operating Expenses	943,021.55	4,944,432.72	5,887,454.27
Salaries & Operating Exp. Allocation	16.0%	84.0%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	(102,847.97)	0.00	(102,847.97)
Total Expenses Less Other Income	840,173.58	4,944,432.72	5,784,606.30
Total Expenses Admin vs Direct Allocation	14.52%	85.48%	100.00%

YTD		
Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
4,419,591.92	26,767,671.07	31,187,262.99
1,226,951.85	8,986,657.6	10,213,609.40
83,810.15	156,993.57	240,803.72
5,730,353.92	35,911,322.19	41,641,676.11
13.8%	86.2%	100.0%
12,638.32	141,874.92	154,513.24
19,211.25	Not Allowable	19,211.25
268,297.04	4,650,406.34	4,918,703.38
32,387.35	Not Allowable	32,387.35
54,151.18	Not Allowable	54,151.18
46,757.86	Not Allowable	46,757.86
46,500.77	579,723.98	626,224.75
10,512.85	120,861.99	131,374.84
830.18	8,489.17	9,319.35
171,072.23	386,032.07	557,104.30
0.00	0.00	0.00
5,925.97	65,512.06	71,438.03
134,965.84	Not Allowable	134,965.84
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
98,340.17	Not Allowable	98,340.17
27,481.70	0.00	27,481.70
2,366.99	0.00	2,366.99
135,430.84	0.00	135,430.84
144,895.72	182,387.45	327,283.17
0.00	0.00	0.00
42,886.31	0.00	42,886.31
0.00	0.00	0.00
213.47	3,499.50	3,712.97
7,657.05	106,252.16	113,909.21
33,578.46	463,386.22	496,964.68
0.00	156,409.60	156,409.60
206,331.29	527,678.30	734,009.59
0.00	0.00	0.00
0.00	35,432.35	35,432.35
15,591.42	141,375.87	156,967.29
8,212.64	23,377.92	31,590.56
63,041.39	492,570.08	555,611.47
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	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	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
1,589,278.29	8,085,269.98	9,674,548.27
16.4%	83.6%	100.0%
7,319,632.21	43,996,592.17	51,316,224.38
14.3%	85.7%	100.0%
0.00	0.00	0.00
(577,893.40)	0.00	(577,893.40)
6,741,738.81	43,996,592.17	50,738,330.98
13.3%	86.7%	100.0%

**North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2023-2024 (April 2024 Service Month as of May 22, 2024 State Claim)**

Description	Current Month		
	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	1,066,064.34	2,742,465.08	3,808,529.42
Benefits **	275,355.34	721,848.97	997,204.31
Temporary Staffing Agencies	13,480.80	24,756.70	38,237.50
Subtotal Salaries & Benefits	1,354,900.48	3,489,070.75	4,843,971.23
Salaries & Benefits Allocation	28.0%	72.0%	100.0%
Equipment Rental	2,810.15	30,289.47	33,099.62
Equipment Maintenance	3,268.47	Not Allowable	3,268.47
Facility Rent	52,555.14	923,804.35	976,359.49
Facility Maintenance-AV	2,358.61	Not Allowable	2,358.61
Facility Maintenance-Van Nuys	12,397.85	Not Allowable	12,397.85
Facility Maintenance-SCV	1,065.91	Not Allowable	1,065.91
Communication	9,753.78	105,956.30	115,710.08
General Office Expenses	2,237.94	27,579.83	29,817.77
Printing	174.20	6,194.21	6,368.41
Insurance	0.00	0.00	0.00
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	565.37	7,238.35	7,803.72
Data Processing-Payroll Fees	16,899.45	Not Allowable	16,899.45
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	7,834.90	Not Allowable	7,834.90
Interest Expense	2,481.24	0.00	2,481.24
Bank Fees	0.00	0.00	0.00
Bank Fees-PRMT	44,541.42	0.00	44,541.42
Legal Fees	61,064.94	21,578.10	82,643.04
Legal Fees-Insurance Deductible	0.00	0.00	0.00
Brd. of Director Exp.	43,292.03	0.00	43,292.03
ARCA Dues	158,823.47	0.00	158,823.47
Accounting Fees	36.00	0.00	36.00
Equipment Purchases	236.87	2,106.93	2,343.80
Software and Licenses	1,954.01	21,061.31	23,015.32
Equipment - AV Loan Principle Payments	0.00	15,907.89	15,907.89
Contractor/Consultant	25,206.17	43,048.40	68,254.57
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	45,243.80	45,243.80
Mileage	1,691.62	19,867.18	21,558.80
Travel	3.49	5,066.88	5,070.37
General Expenses	5,084.25	77,098.95	82,183.20
General Expenses-Remodel AV	0.00	0.00	0.00
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
ARPA Social Recreation Project	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	456,337.28	1,352,041.95	1,808,379.23
Operating Expenses Allocation	25.2%	74.8%	100.0%
Total Salaries & Operating Expenses	1,811,237.76	4,841,112.70	6,652,350.46
Salaries & Operating Exp. Allocation	27.2%	72.8%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	(135,728.54)	0.00	(135,728.54)
Total Expenses Less Other Income	1,675,509.22	4,841,112.70	6,516,621.92
Total Expenses Admin vs Direct Allocation	25.71%	74.29%	100.0%

YTD		
Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
4,942,132.71	30,053,659.70	34,995,792.41
1,347,090.41	9,863,723.3	11,210,813.71
91,218.95	187,822.27	279,041.22
6,380,442.07	40,105,205.27	46,485,647.34
13.7%	86.3%	100.0%
15,448.47	172,164.39	187,612.86
22,479.72	Not Allowable	22,479.72
320,852.18	5,574,210.69	5,895,062.87
34,745.96	Not Allowable	34,745.96
66,549.03	Not Allowable	66,549.03
47,823.77	Not Allowable	47,823.77
56,254.55	685,680.28	741,934.83
12,750.79	148,441.82	161,192.61
1,004.38	14,683.38	15,687.76
171,072.23	386,032.07	557,104.30
0.00	0.00	0.00
6,491.34	72,750.41	79,241.75
151,865.29	Not Allowable	151,865.29
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
106,175.07	Not Allowable	106,175.07
29,962.94	0.00	29,962.94
2,366.99	0.00	2,366.99
179,972.26	0.00	179,972.26
205,960.66	203,965.55	409,926.21
0.00	0.00	0.00
86,178.34	0.00	86,178.34
158,823.47	0.00	158,823.47
249.47	3,499.50	3,748.97
7,893.92	108,359.09	116,253.01
35,532.47	484,447.53	519,980.00
0.00	172,317.49	172,317.49
231,537.46	570,726.70	802,264.16
0.00	0.00	0.00
0.00	80,676.15	80,676.15
17,283.04	161,243.05	178,526.09
8,216.13	28,444.80	36,660.93
68,125.64	569,669.03	637,794.67
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	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	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
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
2,045,615.57	9,437,311.93	11,482,927.50
17.8%	82.2%	100.0%
8,426,057.64	49,542,517.20	57,968,574.84
14.5%	85.5%	100.0%
0.00	0.00	0.00
(713,621.94)	0.00	(713,621.94)
7,712,435.70	49,542,517.20	57,254,952.90
13.5%	86.5%	100.0%

**North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2023-2024 (May 2024, Service Month as of June 22, 2024 State Claim)**

Description	Current Month		
	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	746,966.27	5,007,426.96	5,754,393.23
Benefits **	99,928.55	768,112.30	868,040.85
Temporary Staffing Agencies	0.00	4,125.15	4,125.15
Subtotal Salaries & Benefits	846,894.82	5,779,664.41	6,626,559.23
Salaries & Benefits Allocation	12.8%	87.2%	100.0%
Equipment Rental	1,255.52	13,532.66	14,788.18
Equipment Maintenance	0.00	Not Allowable	0.00
Facility Rent	2,413.10	30,762.43	33,175.53
Facility Maintenance-AV	1,829.11	Not Allowable	1,829.11
Facility Maintenance-Van Nuys	17,005.31	Not Allowable	17,005.31
Facility Maintenance-SCV	0.00	Not Allowable	0.00
Communication	1,253.01	13,940.12	15,193.13
General Office Expenses	454.89	6,752.68	7,207.57
Printing	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	604.60	6,516.75	7,121.35
Data Processing-Payroll Fees	15,534.42	Not Allowable	15,534.42
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	1,525.00	Not Allowable	1,525.00
Interest Expense	2,432.10	0.00	2,432.10
Bank Fees	0.00	0.00	0.00
Bank Fees-PRMT	0.00	0.00	0.00
Legal Fees	11,987.00	12,719.00	24,706.00
Legal Fees-Insurance Deductible	0.00	0.00	0.00
Brd. of Director Exp.	2,830.59	0.00	2,830.59
ARCA Dues	0.00	0.00	0.00
Accounting Fees	0.00	0.00	0.00
Equipment Purchases	0.00	415,892.39	415,892.39
Software and Licenses	7,194.86	77,550.19	84,745.05
Equipment - AV Loan Principle Payments	0.00	15,957.03	15,957.03
Contractor/Consultant	28,194.30	8,229.20	36,423.50
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	0.00	0.00
Mileage	2,333.78	35,741.97	38,075.75
Travel	199.24	1,932.97	2,132.21
General Expenses	8,036.50	55,796.24	63,832.74
General Expenses-Remodel AV	0.00	0.00	0.00
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
ARPA Social Recreation Project	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	105,083.33	695,323.63	800,406.96
Operating Expenses Allocation	13.1%	86.9%	100.0%
Total Salaries & Operating Expenses	951,978.15	6,474,988.04	7,426,966.19
Salaries & Operating Exp. Allocation	12.8%	87.2%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	(182,031.09)	0.00	(182,031.09)
Total Expenses Less Other Income	769,947.06	6,474,988.04	7,244,935.10
Total Expenses Admin vs Direct Allocation	10.63%	89.37%	100.0%

YTD		
Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
5,689,098.98	35,061,086.66	40,750,185.64
1,447,018.96	10,631,835.6	12,078,854.56
91,218.95	191,947.42	283,166.37
7,227,336.89	45,884,869.68	53,112,206.57
13.6%	86.4%	100.0%
16,703.99	185,697.05	202,401.04
22,479.72	Not Allowable	22,479.72
323,265.28	5,604,973.12	5,928,238.40
36,575.07	Not Allowable	36,575.07
83,554.34	Not Allowable	83,554.34
47,823.77	Not Allowable	47,823.77
57,507.56	699,620.40	757,127.96
13,205.68	155,194.50	168,400.18
1,004.38	14,683.38	15,687.76
171,072.23	386,032.07	557,104.30
0.00	0.00	0.00
7,095.94	79,267.16	86,363.10
167,399.71	Not Allowable	167,399.71
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
107,700.07	Not Allowable	107,700.07
32,395.04	0.00	32,395.04
2,366.99	0.00	2,366.99
179,972.26	0.00	179,972.26
217,947.66	216,684.55	434,632.21
0.00	0.00	0.00
89,008.93	0.00	89,008.93
158,823.47	0.00	158,823.47
249.47	3,499.50	3,748.97
7,893.92	524,251.48	532,145.40
42,727.33	561,997.72	604,725.05
0.00	188,274.52	188,274.52
259,731.76	578,955.90	838,687.66
0.00	0.00	0.00
0.00	80,676.15	80,676.15
19,616.82	196,985.02	216,601.84
8,415.37	30,377.77	38,793.14
76,162.14	625,465.27	701,627.41
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	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	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
2,150,698.90	10,132,635.56	12,283,334.46
17.5%	82.5%	100.0%
9,378,035.79	56,017,505.24	65,395,541.03
14.3%	85.7%	100.0%
0.00	0.00	0.00
(895,653.03)	0.00	(895,653.03)
8,482,382.76	56,017,505.24	64,499,888.00
13.2%	86.8%	100.0%

**North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2023-2024 (as of July 22, 2024)**

Description	YTD		
	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	6,592,175.07	41,461,747.89	48,053,922.96
Benefits **	1,515,521.62	11,112,643.4	12,628,165.06
Temporary Staffing Agencies	97,877.35	218,024.93	315,902.28
Subtotal Salaries & Benefits	8,205,574.04	52,792,416.26	60,997,990.30
Salaries & Benefits Allocation	13.5%	86.5%	100.0%
Equipment Rental	17,166.51	191,992.82	209,159.33
Equipment Maintenance	22,479.72	Not Allowable	22,479.72
Facility Rent	323,265.28	5,604,973.12	5,928,238.40
Facility Maintenance-AV	40,530.07	Not Allowable	40,530.07
Facility Maintenance-Van Nuys	95,835.66	Not Allowable	95,835.66
Facility Maintenance-SCV	49,984.54	Not Allowable	49,984.54
Communication	59,505.71	721,283.39	780,789.10
General Office Expenses	13,716.11	161,679.44	175,395.55
Printing	1,221.49	18,166.86	19,388.35
Insurance	171,372.23	386,032.07	557,404.30
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	7,635.28	85,080.52	92,715.80
Data Processing-Payroll Fees	185,303.78	Not Allowable	185,303.78
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	112,964.83	Not Allowable	112,964.83
Interest Expense	32,395.04	0.00	32,395.04
Bank Fees	2,366.99	0.00	2,366.99
Bank Fees-PRMT	188,432.40	0.00	188,432.40
Legal Fees	239,591.73	271,395.16	510,986.89
Legal Fees-Insurance Deductible	0.00	0.00	0.00
Brd. of Director Exp.	99,943.20	0.00	99,943.20
ARCA Dues	158,823.47	0.00	158,823.47
Accounting Fees	249.47	3,499.50	3,748.97
Equipment Purchases	10,720.78	554,720.96	565,441.74
Software and Licenses	45,502.76	591,912.89	637,415.65
Equipment - AV Loan Principle Payments	0.00	188,274.52	188,274.52
Contractor/Consultant	290,428.91	700,403.00	990,831.91
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	80,676.15	80,676.15
Mileage	20,530.70	217,046.22	237,576.92
Travel	8,415.37	31,147.91	39,563.28
General Expenses	123,106.08	830,509.34	953,615.42
General Expenses-Remodel AV	0.00	0.00	0.00
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
Restricted: Social Recreation Projects	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
Restricted: HCBS Family Expo	0.00	61,700.92	61,700.92
Subtotal Operating Expenses	2,321,488.11	10,700,494.79	13,021,982.90
Operating Expenses Allocation	17.8%	82.2%	100.0%
Total Salaries & Operating Expenses	10,527,062.15	63,492,911.05	74,019,973.20
Salaries & Operating Exp. Allocation	14.2%	85.8%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	(912,541.13)	0.00	(912,541.13)
Total Expenses Less Other Income	9,614,521.02	63,492,911.05	73,107,432.07
Total Expenses Admin vs Direct Allocation	13.2%	86.8%	100.0%

**North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2024-2025 (July 2024 Service Month as of August 21, 2024 State Claim)**

Description	Current Month		
	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	494,924.50	3,471,508.93	3,966,433.43
Benefits **	94,566.54	1,072,893.90	1,167,460.44
	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal Salaries & Benefits	589,491.04	4,544,402.83	5,133,893.87
Salaries & Benefits Allocation	11.5%	88.5%	100.0%
Equipment Rental	0.00	3,140.57	3,140.57
Equipment Maintenance	0.00	Not Allowable	0.00
Facility Rent	27,676.28	485,168.99	512,845.27
Facility Maintenance-AV	1,247.50	Not Allowable	1,247.50
Facility Maintenance-Van Nuys	5,801.15	Not Allowable	5,801.15
Facility Maintenance-SCV	415.57	Not Allowable	415.57
Communication	6,759.56	103,218.31	109,977.87
General Office Expenses	280.61	3,024.67	3,305.28
Printing	0.00	0.00	0.00
Insurance	118,797.59	263,251.15	382,048.74
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	0.00	0.00	0.00
Data Processing-Payroll Fees	941.80	Not Allowable	941.80
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	0.00	Not Allowable	0.00
Interest Expense	2,333.38	0.00	2,333.38
Bank Fees	0.00	0.00	0.00
Bank Fees-PRMT	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00
Legal Fees-Insurance Deductible	0.00	0.00	0.00
Brd. of Director Exp.	291.54	0.00	291.54
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	2,976.85	32,086.15	35,063.00
Equipment - AV Loan Principle Payments	0.00	16,055.75	16,055.75
Contractor/Consultant	0.00	0.00	0.00
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	0.00	0.00
Mileage	1,280.57	16,625.79	17,906.36
Travel	0.00	1,337.99	1,337.99
General Expenses	147.17	3,718.94	3,866.11
General Expenses-Remodel AV	0.00	0.00	0.00
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
ARPA Social Recreation Project	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	168,949.57	927,628.31	1,096,577.88
Operating Expenses Allocation	15.4%	84.6%	100.0%
Total Salaries & Operating Expenses	758,440.61	5,472,031.14	6,230,471.75
Salaries & Operating Exp. Allocation	12.2%	87.8%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	51.42	0.00	51.42
Total Expenses Less Other Income	758,492.03	5,472,031.14	6,230,523.17
Total Expenses Admin vs Direct Allocation	12.17%	87.83%	100.00%

YTD		
Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
494,924.50	3,471,508.93	3,966,433.43
158,170.67	1,568,315.1	1,726,485.72
0.00	0.00	0.00
0.00	0.00	0.00
653,095.17	5,039,823.98	5,692,919.15
11.5%	88.5%	100.0%
1,090.29	14,892.28	15,982.57
0.00	Not Allowable	0.00
53,953.85	950,772.48	1,004,726.33
1,247.50	Not Allowable	1,247.50
5,801.15	Not Allowable	5,801.15
415.57	Not Allowable	415.57
10,615.33	165,056.88	175,672.21
280.61	3,024.67	3,305.28
0.00	0.00	0.00
172,085.32	666,032.42	838,117.74
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
1,883.60	Not Allowable	1,883.60
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
4,716.20	0.00	4,716.20
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
353.13	0.00	353.13
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
2,976.85	32,086.15	35,063.00
0.00	32,062.06	32,062.06
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
1,280.57	16,625.79	17,906.36
0.00	1,337.99	1,337.99
298.11	5,496.34	5,794.45
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	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	0.00	0.00
256,998.08	1,887,387.06	2,144,385.14
12.0%	88.0%	100.0%
910,093.25	6,927,211.04	7,837,304.29
11.6%	88.4%	100.0%
0.00	0.00	0.00
51.42	0.00	51.42
910,144.67	6,927,211.04	7,837,355.71
11.6%	88.4%	100.0%

Summary of Vendors with Outstanding Authorization Issues

**Vendors with Outstanding Authorization Issues
As of April 30, 2024**

Fiscal Year	Unique Vendor Numbers	No. of O/S Auth's
Prior to FY22	18	20
FY22	6	32
FY23	9	13
FY24	26	49
	59	114

Change from April 30, 2024 to August 31, 2024

New Vendors	New Auths	Resolved Vendors	Resolved Auths
1	0	-2	-2
0	0	0	0
1	1	-3	-6
7	5	-16	-30
9	6	-21	-38

**Vendors with Outstanding Authorization Issues
As of August 31, 2024**

Fiscal Yr	Unique Vendor Numbers	No. of O/S Auth's
Prior to FY22	17	18
FY22	6	32
FY23	7	8
FY24	17	24
	47	82

Verification (should be 0)	
Vendors	Auths
0	0
0	0
0	0
0	0

**Summary of Invoice Payment Processing Timeline for FY2025 Authorizations
Payments through July 2024 State Claim (08/16/2024)**

Service Month	Avg Work Days Between Invoice Generated & Submitted by Vendor	Avg Work Days Between Invoice Submitted by Vendor & Paid by NLACRC	# of Invoices Generated >30 Days After Service Month	% of Invoices Generated >30 Days After Service Month
07/2024	3.74	9.36	0	0%
08/2024				
09/2024				
10/2024				
11/2024				
12/2024				
01/2025				
02/2025				
03/2025				
04/2025				
05/2025				
06/2025				
FY2025 Averages	3.74	9.36	0	0%

Summary of FY2025 Authorization Processing Timeline

Service Month	# of FY2025 Authorizations Generated >20 Days After Start Date	Total # of Authorizations Generated Per Service Month	% of FY2025 Authorizations Generated >20 After Start Date
07/2024	2,050	59,466	3%
08/2024	266	4,953	5%
09/2024	0	2,350	0%
10/2024	0	59	0%
11/2024	0	2	0%
12/2024	0	1	0%
01/2025	0	4	0%
02/2025	0	0	0%
03/2025	0	0	0%
04/2025	0	0	0%
05/2025	0	0	0%
06/2025	0	0	0%
FY2025 Averages	193	5,570	1%

**Summary of Invoice Payment Processing Timeline for FY2024 Authorizations
Payments through July 2024 State Claim (08/16/2024)**

Service Month	Avg Work Days Between Invoice Generated & Submitted by Vendor	Avg Work Days Between Invoice Submitted by Vendor & Paid by NLACRC	# of Invoices Generated >30 Days After Service Month	% of Invoices Generated >30 Days After Service Month
07/2023	15.51	13.14	797	34%
08/2023	15.01	13.78	795	34%
09/2023	13.40	12.96	650	30%
10/2023	13.78	12.47	594	28%
11/2023	12.55	11.83	567	27%
12/2023	16.62	12.67	550	26%
01/2024	12.88	11.97	481	23%
02/2024	10.58	13.22	405	20%
03/2024	9.70	12.92	313	17%
04/2024	10.09	12.34	217	12%
05/2024	8.69	12.30	131	8%
06/2024	6.15	11.84	110	8%
FY2024 Averages	12.08	12.62	468	22%

Summary of FY2024 Authorization Processing Timeline

Service Month	# of FY2024 Authorizations Generated >20 Days After Start Date	Total # of Authorizations Generated Per Service Month	% of FY2024 Authorizations Generated >20 After Start Date
07/2023	3,839	55,106	7%
08/2023	1,502	5,825	26%
09/2023	1,316	5,121	26%
10/2023	1,400	5,425	26%
11/2023	1,410	4,927	29%
12/2023	1,061	4,148	26%
01/2024	1,602	5,716	28%
02/2024	1,560	6,133	25%
03/2024	2,168	6,855	32%
04/2024	1,992	6,593	30%
05/2024	2,291	7,412	31%
06/2024	1,828	6,089	30%
FY2024 Averages	1,831	9,946	26%

**Summary of Invoice Payment Processing Timeline for FY2023 Authorizations
Payments through July 2024 State Claim (08/16/2024)**

Service Month	Avg Work Days Between Invoice Generated & Submitted by Vendor	Avg Work Days Between Invoice Submitted by Vendor & Paid by NLACRC	# of Invoices Generated >30 Days After Service Month	% of Invoices Generated >30 Days After Service Month
07/2022	19.44	12.98	1044	40%
08/2022	19.35	13.32	1093	41%
09/2022	20.33	13.15	1116	40%
10/2022	21.46	14.01	926	36%
11/2022	20.07	12.97	1134	40%
12/2022	23.30	14.44	993	36%
01/2023	19.04	13.70	1232	47%
02/2023	16.01	13.99	1013	38%
03/2023	15.26	14.04	913	38%
04/2023	15.28	13.27	837	35%
05/2023	14.59	12.99	749	33%
06/2023	14.03	13.63	705	33%
FY2023 Averages	18.18	13.54	979.58	38%

Summary of FY2023 Authorization Processing Timeline

Service Month	# of FY2023 Authorizations Generated >20 Days After Start Date	Total # of Authorizations Generated Per Service Month	% of FY2023 Authorizations Generated >20 After Start Date
07/2022	3,249	53,025	6%
08/2022	1,405	5,146	27%
09/2022	1,533	4,851	32%
10/2022	1,311	4,311	30%
11/2022	1,629	4,738	34%
12/2022	1,191	3,879	31%
01/2023	2,210	5,729	39%
02/2023	1,165	4,445	26%
03/2023	1,293	5,049	26%
04/2023	1,053	4,472	24%
05/2023	1,974	5,554	36%
06/2023	1,670	5,050	33%
FY2023 Averages	1,640	8,854	29%

POS Late Bill Report for FY 2024-2025: Regular
Payments through July 2024 State Claim (08/16/2024)

Description	July 2024 23	August 2024 22	September 2024 21	October 2024 24	November 2024 21	December 2024 22	January 2025 23	February 2025 21	March 2025 21	April 2025 22	May 2025 22	June 2025 21	Total Claims FY2024-2025 263	Average 1st Pymnt & Late Bills
Payment #1	\$ 55,790,258.92												55,790,258.92	55,790,258.92
Payment #2														
Payment #3														
Payment #4														
Payment #5														
Payment #6														
Payment #7														
Payment #8														
Payment #9														
Payment #10														
Payment #11														
Payment #12														
Total Paid	55,790,258.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55,790,258.92	55,790,258.92
Total Late	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
Percent Late	0.00%													0.00%

55,790,258.92
0.00

Description	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	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														
Payment #3														
Payment #4														
Payment #5														
Payment #6														
Payment #7														
Payment #8														
Payment #9														
Payment #10														
Payment #11														
Payment #12														
Total Late	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%

0.00%

FY2024 Average Late Bill%:	31.48%
----------------------------	--------

POS Late Bill Report for FY 2023-2024: Regular

Payments through June 2024 State Claim (08/16/2024)

Description	July 2023 21	August 2023 24	September 2023 21	October 2023 22	November 2023 22	December 2023 21	January 2024 23	February 2024 21	March 2024 21	April 2024 22	May 2024 23	June 2024 20	Total Claims FY2023-2024 261	Average 1st Pymnt & Late Bills
Payment #1	\$ 52,927,292.04	51,840,366.60	51,718,100.15	55,906,305.95	54,659,709.63	53,570,806.59	55,280,517.56	56,724,100.94	56,545,170.67	54,852,477.33	55,611,901.02	53,871,472.29	653,508,220.77	54,459,018.40
Payment #2	\$ 6,047,437.81	9,061,417.01	6,492,191.31	6,314,151.07	7,795,975.46	7,186,969.44	10,972,559.61	11,138,971.26	12,397,518.41	13,581,662.75	13,197,016.34	12,942,663.33	117,128,533.80	9,760,711.15
Payment #3	2,653,808.49	1,918,983.06	3,543,951.11	3,563,131.28	2,739,219.13	2,346,448.00	4,053,181.32	1,657,631.01	2,015,352.24	4,106,052.07	5,851,889.65		34,449,647.36	3,131,786.12
Payment #4	1,097,579.72	2,176,783.27	1,214,618.13	909,773.20	830,272.50	1,425,352.58	1,195,403.22	1,326,362.26	2,828,456.23	1,523,056.67			14,527,657.78	1,452,765.78
Payment #5	496,468.80	803,999.86	625,635.99	511,834.91	818,025.31	582,354.20	743,200.32	583,999.94	614,053.05				5,779,572.38	642,174.71
Payment #6	563,889.81	316,766.32	375,568.00	705,466.37	312,805.66	412,831.47	376,192.12	421,791.83					3,485,311.58	435,663.95
Payment #7	225,657.65	310,445.59	518,079.70	293,638.69	335,775.59	195,476.36	304,686.75						2,183,760.33	311,965.76
Payment #8	245,168.03	286,528.52	237,498.15	178,719.82	170,155.82	290,766.24							1,408,836.58	234,806.10
Payment #9	287,937.59	190,736.36	126,287.57	192,696.15	327,423.78								1,125,081.45	225,016.29
Payment #10	219,690.64	226,344.90	177,014.01	300,985.96									924,035.51	231,008.88
Payment #11	174,192.27	160,344.31	290,937.54										625,474.12	208,491.37
Payment #12	124,001.46	279,357.59											403,359.05	201,679.53
Payment #13	289,837.83												289,837.83	289,837.83
Payment #14														
Payment #15														
Payment #16														
Payment #17														
Payment #18														
Payment #19														
Payment #20														
Payment #21														
Payment #22														
Payment #23														
Payment #24														
Total Paid	65,352,962.14	67,572,073.39	65,319,881.66	68,876,703.40	67,989,362.88	66,011,004.88	72,925,740.90	71,852,857.24	74,400,550.60	74,063,248.82	74,660,807.01	66,814,135.62	835,839,328.54	71,584,925.86
Total Late	12,425,670.10	15,731,706.79	13,601,781.51	12,970,397.45	13,329,653.25	12,440,198.29	17,645,223.34	15,128,756.30	17,855,379.93	19,210,771.49	19,048,905.99	12,942,663.33	182,331,107.77	17,125,907.46
Percent Late	23.48%	30.35%	26.30%	23.20%	24.39%	23.22%	31.92%	26.67%	31.58%	35.02%	34.25%	24.03%		31.45%

835,839,328.54
0.00

POS Late Bill Report for FY 2023-2024: Regular
Payments through June 2024 State Claim (08/16/2024)

Description	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	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	11.43%	17.48%	12.55%	11.29%	14.26%	13.42%	19.85%	19.64%	21.92%	24.76%	23.73%	24.03%	17.86%	17.86%
Payment #3	5.01%	3.70%	6.85%	6.37%	5.01%	4.38%	7.33%	2.92%	3.56%	7.49%	10.52%		5.74%	23.60%
Payment #4	2.07%	4.20%	2.35%	1.63%	1.52%	2.66%	2.16%	2.34%	5.00%	2.78%			2.67%	26.28%
Payment #5	0.94%	1.55%	1.21%	0.92%	1.50%	1.09%	1.34%	1.03%	1.09%				1.18%	27.46%
Payment #6	1.07%	0.61%	0.73%	1.26%	0.57%	0.77%	0.68%	0.74%					0.80%	28.26%
Payment #7	0.43%	0.60%	1.00%	0.53%	0.61%	0.36%	0.55%						0.58%	28.85%
Payment #8	0.46%	0.55%	0.46%	0.32%	0.31%	0.54%							0.44%	29.29%
Payment #9	0.54%	0.37%	0.24%	0.34%	0.60%								0.42%	29.71%
Payment #10	0.42%	0.44%	0.34%	0.54%									0.43%	30.14%
Payment #11	0.33%	0.31%	0.56%										0.40%	30.54%
Payment #12	0.23%	0.54%											0.39%	30.93%
Payment #13	0.55%												0.55%	31.48%
Payment #14														
Payment #15														
Payment #16														
Payment #17														
Payment #18														
Payment #19														
Payment #20														
Payment #21														
Payment #22														
Payment #23														
Payment #24														
Total Late	23.48%	30.35%	26.30%	23.20%	24.39%	23.22%	31.92%	26.67%	31.58%	35.02%	34.25%	24.03%	31.48%	31.48%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

FY2023 Average Late Bill%:	38.55%
----------------------------	--------

POS Late Bill Report for FY 2022-2023: Regular

Payments through June 2023 State Claim (08/16/2024)

Description	July 2022 21	August 2022 23	September 2022 22	October 2022 21	November 2022 22	December 2022 22	January 2023 22	February 2023 20	March 2023 23	April 2023 20	May 2023 23	June 2023 22	Total Claims FY2022-2023 261	Average 1st Pymnt & Late Bills
Payment #1	\$ 42,582,705.06	38,220,052.17	39,510,844.40	41,039,315.74	33,047,110.65	44,232,039.47	45,555,462.79	46,450,736.16	50,547,939.73	45,398,510.39	49,971,790.93	53,990,412.64	530,546,920.13	44,212,243.34
Payment #2	7,702,655.61	13,088,458.06	9,831,951.43	8,964,669.44	16,101,387.16	5,659,942.62	7,636,221.13	6,119,478.58	7,778,354.63	10,801,695.97	10,530,542.68	6,649,364.72	110,864,722.03	9,238,726.84
Payment #3	2,181,788.03	2,060,517.41	3,655,055.11	2,634,022.59	1,681,431.59	1,263,526.29	1,889,748.97	1,957,875.59	3,875,093.04	2,952,643.05	2,081,593.54	2,069,622.51	28,302,917.72	2,358,576.48
Payment #4	1,145,439.21	2,010,123.87	1,675,367.51	972,822.85	2,020,722.03	1,690,644.00	1,673,201.85	2,235,997.15	240,835.99	736,029.10	630,528.42	613,089.94	15,644,801.92	1,303,733.49
Payment #5	600,855.42	1,085,398.05	1,219,523.20	1,550,024.71	790,620.94	632,504.27	2,249,095.87	454,056.08	643,886.78	572,798.83	515,560.56	751,652.64	11,065,977.35	922,164.78
Payment #6	367,952.82	600,267.59	433,461.53	619,353.45	603,644.10	899,659.02	149,667.43	633,823.49	887,854.12	350,655.36	535,164.67	266,045.84	6,347,549.42	528,962.45
Payment #7	599,562.11	343,888.32	263,199.13	296,690.34	483,751.36	590,025.00	554,398.42	661,337.01	248,931.50	288,162.94	239,821.30	214,806.55	4,784,573.98	398,714.50
Payment #8	342,490.26	127,096.14	287,228.42	267,521.21	296,554.74	235,985.04	523,029.28	234,581.29	255,186.98	564,556.48	172,041.91	180,050.75	3,486,322.50	290,526.88
Payment #9	125,143.61	137,615.84	268,688.84	(13,060.40)	322,566.85	143,177.77	253,041.42	274,265.18	288,459.47	146,382.85	142,834.55	289,608.50	2,378,724.48	198,227.04
Payment #10	161,615.27	239,406.02	(44,712.73)	186,249.65	107,609.04	95,853.55	190,883.67	204,524.60	159,097.67	216,075.85	317,520.85	232,023.24	2,066,146.68	172,178.89
Payment #11	157,419.10	(90,305.32)	224,961.17	69,907.09	85,655.78	89,449.01	154,607.44	109,909.54	191,650.35	52,903.43	112,113.99	152,339.37	1,310,610.95	109,217.58
Payment #12	(40,211.74)	204,244.45	52,258.86	98,706.74	99,892.43	106,558.34	125,332.29	117,768.10	135,299.62	123,392.20	73,647.24	84,157.77	1,181,046.30	98,420.53
Payment #13	222,280.21	39,236.58	117,588.26	110,958.84	191,616.44	95,601.02	175,879.83	94,550.00	83,666.39	26,159.80	104,994.24	113,311.86	1,375,843.47	114,653.62
Payment #14	27,913.11	87,907.62	124,784.99	77,229.11	115,474.79	49,740.01	120,368.22	79,905.33	149,894.33	67,565.57	84,689.98	187,549.15	1,173,022.21	97,751.85
Payment #15	77,187.55	75,924.82	83,802.01	60,415.16	127,469.19	66,824.87	66,180.82	18,220.83	198,446.61	61,102.71	109,336.47		944,911.04	85,901.00
Payment #16	(11,234.38)	66,508.32	52,777.61	167,980.52	64,576.01	63,230.77	18,468.25	90,014.86	97,148.95	86,092.60			695,563.51	69,556.35
Payment #17	70,843.07	44,688.88	96,403.14	64,249.48	32,811.11	42,024.71	208,170.75	70,284.57	92,183.40				721,659.11	80,184.35
Payment #18	43,061.98	46,370.97	49,976.69	28,510.36	31,619.30	71,511.09	83,919.67	166,589.50					521,559.56	65,194.95
Payment #19	30,927.73	78,803.53	5,593.22	72,870.13	55,844.16	92,143.44	118,407.63						454,589.84	64,941.41
Payment #20	68,663.23	(7,068.09)	61,880.39	38,056.71	111,458.12	93,551.68							366,542.04	61,090.34
Payment #21	19,322.50	42,640.36	40,660.14	350,047.13	76,445.46								529,115.59	105,823.12
Payment #22	24,355.22	8,592.25	45,338.25	30,617.20									108,902.92	27,225.73
Payment #23	8,416.81	39,943.96	23,701.61										72,062.38	24,020.79
Payment #24	(141,006.94)	16,555.49											(124,451.45)	(62,225.73)
Payment #25	31,998.67												31,998.67	31,998.67
Payment #26														
Payment #27														
Payment #28														
Payment #29														
Payment #30														
Payment #31														
Payment #32														
Payment #33														
Payment #34														
Payment #35														
Payment #36														
Total Paid	56,400,143.52	58,566,867.29	58,080,333.18	57,687,158.05	56,448,261.25	56,213,991.97	61,746,085.73	59,973,917.86	65,873,929.56	62,444,727.13	65,622,181.33	65,794,035.48	724,851,632.35	60,597,809.24
Total Late	13,817,438.46	20,346,815.12	18,569,488.78	16,647,842.31	23,401,150.60	11,981,952.50	16,190,622.94	13,523,181.70	15,325,989.83	17,046,216.74	15,650,390.40	11,803,622.84	194,304,712.22	16,385,565.89
Percent Late	32.45%	53.24%	47.00%	40.57%	70.81%	27.09%	35.54%	29.11%	30.32%	37.55%	31.32%	21.86%		37.06%

724,851,632.35
0.00

POS Late Bill Report for FY 2022-2023: Regular

Payments through June 2023 State Claim (08/16/2024)

Description	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	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	18.09%	34.25%	24.88%	21.84%	48.72%	12.80%	16.76%	13.17%	15.39%	23.79%	21.07%	12.32%	21.92%	21.92%
Payment #3	5.12%	5.39%	9.25%	6.42%	5.09%	2.86%	4.15%	4.21%	7.67%	6.50%	4.17%	3.83%	5.39%	27.31%
Payment #4	2.69%	5.26%	4.24%	2.37%	6.11%	3.82%	3.67%	4.81%	0.48%	1.62%	1.26%	1.14%	3.12%	30.44%
Payment #5	1.41%	2.84%	3.09%	3.78%	2.39%	1.43%	4.94%	0.98%	1.27%	1.26%	1.03%	1.39%	2.15%	32.59%
Payment #6	0.86%	1.57%	1.10%	1.51%	1.83%	2.03%	0.33%	1.36%	1.76%	0.77%	1.07%	0.49%	1.22%	33.81%
Payment #7	1.41%	0.90%	0.67%	0.72%	1.46%	1.33%	1.22%	1.42%	0.49%	0.63%	0.48%	0.40%	0.93%	34.74%
Payment #8	0.80%	0.33%	0.73%	0.65%	0.90%	0.53%	1.15%	0.51%	0.50%	1.24%	0.34%	0.33%	0.67%	35.41%
Payment #9	0.29%	0.36%	0.68%	-0.03%	0.98%	0.32%	0.56%	0.59%	0.57%	0.32%	0.29%	0.54%	0.46%	35.86%
Payment #10	0.38%	0.63%	-0.11%	0.45%	0.33%	0.22%	0.42%	0.44%	0.31%	0.48%	0.64%	0.43%	0.38%	36.25%
Payment #11	0.37%	-0.24%	0.57%	0.17%	0.26%	0.20%	0.34%	0.24%	0.38%	0.12%	0.22%	0.28%	0.24%	36.49%
Payment #12	-0.09%	0.53%	0.13%	0.24%	0.30%	0.24%	0.28%	0.25%	0.27%	0.27%	0.15%	0.16%	0.23%	36.72%
Payment #13	0.52%	0.10%	0.30%	0.27%	0.58%	0.22%	0.39%	0.20%	0.17%	0.06%	0.21%	0.21%	0.27%	36.98%
Payment #14	0.07%	0.23%	0.32%	0.19%	0.35%	0.11%	0.26%	0.17%	0.30%	0.15%	0.17%	0.35%	0.22%	37.21%
Payment #15	0.18%	0.20%	0.21%	0.15%	0.39%	0.15%	0.15%	0.04%	0.39%	0.13%	0.22%		0.20%	37.41%
Payment #16	-0.03%	0.17%	0.13%	0.41%	0.20%	0.14%	0.04%	0.19%	0.19%	0.19%			0.16%	37.57%
Payment #17	0.17%	0.12%	0.24%	0.16%	0.10%	0.10%	0.46%	0.15%	0.18%				0.19%	37.76%
Payment #18	0.10%	0.12%	0.13%	0.07%	0.10%	0.16%	0.18%	0.36%					0.15%	37.91%
Payment #19	0.07%	0.21%	0.01%	0.18%	0.17%	0.21%	0.26%						0.16%	38.07%
Payment #20	0.16%	-0.02%	0.16%	0.09%	0.34%	0.21%							0.16%	38.22%
Payment #21	0.05%	0.11%	0.10%	0.85%	0.23%								0.27%	38.49%
Payment #22	0.06%	0.02%	0.11%	0.07%									0.07%	38.56%
Payment #23	0.02%	0.10%	0.06%										0.06%	38.62%
Payment #24	-0.33%	0.04%											-0.14%	38.48%
Payment #25	0.08%												0.08%	38.55%
Payment #26														
Payment #27														
Payment #28														
Payment #29														
Payment #30														
Payment #31														
Payment #32														
Payment #33														
Payment #34														
Payment #35														
Payment #36														
Total Late	32.45%	53.24%	47.00%	40.57%	70.81%	27.09%	35.54%	29.11%	30.32%	37.55%	31.32%	21.86%	38.55%	38.55%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

FY2022 Average Late Bill%:	30.42%
----------------------------	--------

NLACRC Special Contract, Article X.II.C.1.e (Board Spending and Contracts)
Fiscal Year 2024-2025
Proposed Board Budget (September 24, 2024)

No.	A Description	B Proposed Budget 09/24/24
1	Board Retreat, Board Dinner	\$ 35,000.00
2	Consumer Advisory Committee Holiday Party	\$ 1,000.00
3	NLACRC Legislative Events	\$ 10,000.00
4	ARCA Meetings, Conferences, & Activities (includes airfare, hotels, cabs, meals, parking, etc.)	\$ 8,000.00
5	Board Member Support to Participate in Meeting & Events (special overnight mailing, supplies, etc.)	\$ 2,000.00
6	Transportation/Mileage Reimbursement for Board Members to Attend In-Person Meetings	\$ 3,000.00
7	Child Care/Attendant Care Support for Board Members to Attend Meetings	\$ 10,000.00
8	Meals for In-Person Board & Committee Meetings (budgeted 12 in-person meetings/trainings)	\$ 7,500.00
9	Board & VAC Member Recruitment Expenses	\$ -
10	Board Meeting Supplies (nameplates, paper goods, etc.)	\$ 2,000.00
11	Sponsorships	\$ 4,000.00
12	Board Trainings	\$ 19,000.00
	Total Board Expenses	\$ 101,500.00
13	Atkinson, Andelson, Loya Rudd & Romo (David Lester, Jul-Aug 2024)	\$ 26,757.20
14	Enright & Ocheltree (Sept 2024-Jun 2025)	\$ 100,000.00
	Total Board Legal Support	\$ 126,757.20
	TOTAL Board Expenses & Board Legal Support	\$ 228,257.20

September 17, 2024

Ed Yan, Audit Branch Manager
Department of Developmental Services
1215 O Street, 230 MS 9-20
Sacramento, CA 95814

RE: Summary of Audits Performed for Fiscal Year 2023-24 and Schedule of Recoveries

Dear Ed Yan,

North Los Angeles County Regional Center (NLACRC) was required to complete 13 audits during Fiscal Year 2023-2024 in accordance with the Number of Vendor Audits Required for Contract Compliance report provided to NLACRC by Department of Developmental Services. These audits were broken down into the following requirements:

- 5 billing audits
- 4 other types of audits
- 3 cost verification and/or staffing audits
- 1 audit of programs that serve children under 3

We are pleased to report that NLACRC was able to meet its contractual obligation and completed 16 physical audits for Fiscal Year 2023-2024 in the specified ratio mentioned above. Additionally, NLACRC collected \$349,990.53 as a result of audit findings from all of our audits.

Please find enclosed the Audit Summary Report that summarizes the vendor audits conducted by NLACRC and the Schedule of Recoveries Report that summarizes the total amount of funds recovered from vendor audits during FY 2023-2024. Lastly, you will find the Audit Findings Report that summarizes the audit findings related to FY 2023-2024.

If you have any questions regarding this information, please e-mail me at TCervantes@nlacrc.org.

Respectfully yours,

Robert Kutaj
Controller

cc: Evelyn McOmie, Deputy Director
Vini Montague, Chief Financial Officer
Arshalous Garlanian, Community Service Director

Enclosure: NLACRC Audit Summary Reports

NORTH LOS ANGELES COUNTY REGIONAL CENTER
 AUDIT SUMMARY
FISCAL YEAR 2023-2024

Audit Summary Fiscal Year 2023-2024			
Audit Classification	Number of Audits Conducted	Number of Vendors	Number of Consumers
Billing/ Attendance Audit	6	7	29
Cost Verification/ Staffing Ratio Audit	5	8	24
CPP Funding Audit	-	-	-
Early Start Audit	1	1	6
P & I Audit	3	3	11
Money Management	1	1	27
Totals	16	20	97

DDS Draft Audit Report – FY2022 & FY2023

Summary of Responses to Findings

Finding #1: Incorrect Rate Reform Model Implementation

DDS provided a spreadsheet with instructions for transportation providers to complete to calculate their rate. The spreadsheet requested information including the number of trips per day. The DDS audit assumed two trips per day, and an overpayment was calculated for sampled transportation providers that submitted more than two trips per day on their spreadsheet. Some transportation providers, however, transport consumers to multiple locations each day. We are addressing the overpayment calculations with each provider. Currently, we have recovered approximately \$16k of the overpayment, and we have repayment agreements for some providers. Several of the providers are asserting that their spreadsheet was completed correctly and do not have an overpayment. NLA is working with the providers and DDS to resolve the issue.

Finding #2: Over/Underpayments due to Incorrect Rates

During the rate model implementation, some rates had retroactive adjustments. Some rates were retroactively increased, and others decreased. Although we implemented the rate changes, some of the retroactive payments and reimbursements were missed. We will process the underpayments. We have recovered approximately \$397k of the overpayments and working with the remaining service providers on repayment of the \$476k balance, either as an offset to current payments or on monthly repayment agreements.

Finding #3: Overstated Claims

We recovered \$405.88 in overpayments from one vendor. We determined that \$5,756.16 were paid correctly and not overpayments. We were unable to recover \$841 that were inadvertently double paid to two vendors. NLA reimbursed DDS for \$841 out of operations.

Finding #4: Bank Reconciliations

NLACRC was delayed in the completion of the bank reconciliations due to changes in staffing, short staffing and workload challenges as a result of the COVID pandemic, and additionally, newer staff had challenges identifying reconciling items as a result of the outdated accounting software. NLACRC recognizes the importance of timely completion and reviewing of bank reconciliations. We brought in temporary resources to assist with the backlog, and we have implemented written procedures to memorialize our processes and procedures and strengthened our processes.

Finding #5: Service Coordinator Caseload Ratio

The vacant positions were inadvertently included in the caseload ratio reports due to an error by a new staff completing the report. NLACRC will ensure that staff completing the report going forward exclude positions that have been vacant for more than 60 days of the reporting month.

Finding #6: Board of Directors Conflict of Interest Statements

NLACRC will ensure that its Board members complete and submit a conflict-of-interest statement by August 1 of each year, and NLACRC will submit the completed statements to DDS within ten (10) days of completion or no later than August 10 of each year.

Finding #7: Individual Trust Accounts

- A) Individual Trust Balances Over the Resource Limit. We have worked with the consumers to spend down the balances below the resource limit.

- B) Remaining Individual Trust Balances. We have disbursed the funds to the next of kin.

- C) Interest not Disbursed. We found that the interest calculation indicator was turned off. We have corrected the error to ensure that the consumers have interest calculated going forward, and they will receive an adjusted amount of interest.

Finding #8: Equipment Inventory

NLACRC has reviewed and updated its Equipment Inventory procedures. NLACRC's prior inventory scanners had limitations. We have replaced the inventory software with additional options to include the use of hand scanners which allow for the inventory taker to register their name for better identification.

Finding #9: Independent CPA Vendor Audit/Review Oversight

NLACRC disagrees with DDS that our spreadsheet did not reconcile with DDS's list of vendors. NLACRC took DDS data and consolidated it by tax identification number. The consolidated data reconciles to the DDS vendor list. NLACRC maintained supporting documentation for the exemptions that were granted.



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

August 5, 2024

Cristina Preuss, Interim Executive Director
North Los Angeles County Regional Center
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311


Dear Ms. Preuss:

The Department of Developmental Services' (DDS) Audit Section has completed the audit of the North Los Angeles County Regional Center for Fiscal Years 2021-22 and 2022-23. The enclosed draft report includes the areas reviewed, as well as any findings and recommendations.

The draft report will be discussed via a conference call scheduled for Wednesday, August 7, 2024, at 11:00 am. The purpose of the conference call will be to review the audit results and to detail any findings noted in the audit report. After the conference call you will have an opportunity to respond to the audit report in writing, noting any concerns and clarifications you may have. The final audit report will be prepared and issued after your written response is received and reviewed.

Thank you for your cooperation in preparing for this conference call. If you have any questions, please contact Luciah Ellen Nzima, Chief, Regional Center Audit Unit, at (916) 654-3695.

Sincerely,

DocuSigned by:

F72A5AEB66EE4AB...
EDWARD YAN, Manager
Audit Section

Enclosure(s)

cc: See next page

Cristina Preuss, Interium Executive Director
August 5, 2024
Page two

cc: Ana Quiles, NLACRC
Vini Montague, NLACRC
Bob Sands, DHCS
Carla Castañeda, DDS
Pete Cervinka, DDS
Brian Winfield, DDS
Jim Knight, DDS
Ernie Cruz, DDS
Ann Nakamura, DDS
Christine Bagley, DDS
Luciah Ellen Nzima, DDS
Staci Yasui, DDS



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

AUDIT OF THE NORTH LOS ANGELES COUNTY REGIONAL CENTER FOR FISCAL YEARS 2021-22 AND 2022-23

August 5, 2024

DDS TEAM

Pete Cervinka, Chief Deputy Director, Data Analytics and Strategy
Ann Nakamura, Branch Chief, Research, Audit, and Evaluation Branch
Edward Yan, Manager, Audit Section
Luciah Ellen Nzima, Chief, Regional Center Audit Unit
Staci Yasui, Supervisor, Regional Center Audit Unit
Audit Staff: Lisa Chiang, Diosdado Agustin, Wilson Chau and Andrew Quok

TABLE OF CONTENTS

	Page
RESTRICTED USE	1
EXECUTIVE SUMMARY.....	1
BACKGROUND	3
AUTHORITY	3
CRITERIA	3
VIEWS OF RESPONSIBLE OFFICIALS	4
CONCLUSIONS.....	4
FINDINGS AND RECOMMENDATIONS	4
EVALUATION OF RESPONSE.....	16
ATTACHMENTS	A-F
SECTIONS AUDITED	Appendix A
REGIONAL CENTER'S RESPONSE	Appendix B
(Appendix B will be included in the Final Report)	

DRAFT

RESTRICTED USE

This audit report is solely for the information and use of DDS, CMS, Department of Health Care Services, and the regional center. This restriction does not limit distribution of this audit report, which is a matter of public record.

EXECUTIVE SUMMARY

The Department of Developmental Services (DDS) conducted a fiscal compliance audit of North Los Angeles County Regional Center (NLACRC) to assess compliance with the requirements set forth in the Lanterman Developmental Disabilities Services Act and Related Laws/Welfare and Institutions (W&I) Code; the Home and Community-based Services (HCBS) Waiver for the Developmentally Disabled; California Code of Regulations (CCR), Title 17; Federal Office of Management and Budget (OMB) Circulars A-122 and A-133; and the contract with DDS. Overall, the audit indicated that the regional center maintains accounting records and supporting documentation for transactions in an organized manner.

The audit period was July 1, 2021, through June 30, 2023, with follow-up, as needed, into prior and subsequent periods. This report identifies some areas where the regional center's administrative and operational controls could be strengthened, but none of the findings were of a nature that would indicate systemic issues or constitute major concerns regarding the regional center's operations.

Findings that need to be addressed.

- Finding 1: Incorrect Rate Reform Model Implementation – NLACRC overpaid eight vendors due to incorrect rate increases, resulting in overpayments totaling \$1,025,153.09.
- Finding 2: Over/Underpayments Due to Incorrect Rates – NLACRC over/underpaid seven vendors due to incorrect application of the newly implemented reform rates. This resulted in overpayments totaling \$873,763 and underpayments totaling \$335,268.38.
- Finding 3: Overstated Claims – NLACRC overstated claims totaling \$124,670.23 for 53 vendors. NLACRC has taken corrective action and recovered the overpayments totaling \$117,667.19, with \$7,003.04 still outstanding.
- Finding 4: Bank Reconciliations – NLACRC's bank reconciliation process revealed weaknesses with the timeliness of the reconciliations, review process, documentation, and a lack of written policies and procedures.

Finding 5: Service Coordinator Caseload Ratio – NLACRC included positions that were vacant for more than 60 days of the reporting month in its caseload surveys.

Finding 6: Board of Directors (BOD) Conflict of Interest (COI) Statements – NLACRC did not have all governing board members' COI statements completed by August 1st.

Finding 7: Individual Trust Accounts:

- A. Individual Trust Balances Over the Resource Limit – NLACRC has three individual trust accounts that exceed the \$2,000 resource limit.
- B. Remaining Individual Trust Balances – NLACRC has balances totaling \$46,486.61 for three deceased individual trust accounts.
- C. Interest Not Disbursed – NLACRC did not disburse interest to four individual's trust accounts.

Finding 8: Equipment Inventory – NLACRC's fixed asset inventory listing was not complete.

Finding 9: Independent CPA Vendor Audit/Review Oversight – NLACRC's vendor tracking worksheets did not reconcile with the DDS list, documentation was not provided for the exempt vendors and NLACRC did not notify the department annually of the exemptions.

BACKGROUND

DDS and NLACRC, Inc. entered into State Contract HD199012, effective July 1, 2019, through June 30, 2026. This contract specifies that NLACRC, Inc. will operate an agency known as the NLACRC to provide services to individuals with DD and their families. The contract is funded by state and federal funds that are dependent upon the regional center performing certain tasks, providing services to eligible consumers, and submitting billings to DDS.

This audit was conducted from July 31, 2023, through September 28, 2023 by the Audit Section of DDS.

AUTHORITY

The audit was conducted under the authority of the W&I Code, Section 4780.5 and the State Contract between DDS and the regional center.

CRITERIA

The following criteria were used for this audit:

- W&I Code,
- Approved Application for the HCBS Waiver for the Developmentally Disabled,
- CCR, Title 17,
- OMB Circulars A-122 and A-133, and
- The State Contract between DDS and the regional center, effective July 1, 2019.

IEWS OF RESPONSIBLE OFFICIALS

The findings in this audit report will be discussed with the regional center during the formal exit conference after issuance of the draft audit report. After the formal exit conference, DDS will incorporate the views and responses of responsible officials into the final audit report.

CONCLUSIONS

Based upon the audit procedures performed, DDS has determined that except for the items identified in the Findings and Recommendations section, the regional center was in compliance with applicable audit criteria.

The costs claimed during the audit period were for program purposes and adequately supported.

FINDINGS AND RECOMMENDATIONS

Findings that need to be addressed.

Finding 1: Incorrect Rate Reform Model Implementation

The review of the Rate Reform Model implementation revealed eight NLACRC transportation, additional component, Service Code 880 vendors received incorrect rate increases when the 25 percent incremental rate adjustment was implemented in April 2022 and January 2023. This occurred due to incorrect data being entered in the worksheets used to calculate the rate. The overpayments to the eight vendors due to incorrect rate increases totaled \$1,025,153.09 from April 2022 through May 2023. (See Attachment A)

Service Code 880 – Transportation-Additional Component

“With the varied number of unit types used for the billing of these services, the process to establish the equivalent baseline trip rate depends on the current unit type. Regional Centers were instructed to provide the following information:

For services that are billed based on 15-minute, hourly, or mileage rates, report the average number of units per trip.

For services that are not billed based on trip, 15-minute, hourly, or mileage rates, report the average number of trips per unit.”

Recommendation:

NLACRC must reimburse DDS the overpayments made to the eight vendors totaling \$1,025,153.09. In addition, NLACRC should review the accuracy of the worksheets used to establish the rate increases for the eight vendors.

Finding 2: Over/Underpayments Due to Incorrect Rates

The sampled review of 101 POS vendor files revealed seven vendors were reimbursed at incorrect rates. NLACRC overpaid three vendors providing personal assistance, Service Code 62 services totaling \$873,763. In addition, NLACRC underpaid one vendor for adaptive skills trainer services, Service Code 605 and three vendors for in-home respite services, Service Code 862, totaling \$335,268.38. The over/underpayments to the seven vendors occurred when NLACRC did not apply the newly implemented rates that were issued in April 2022 and January 2023. (See Attachment B)

W&I Code, Section 4519.10(c)(1)(A) and (B) states:

“(c)(1)(A) Commencing April 1, 2022, the department shall implement a rate increase for service providers that equals one-quarter of the difference between current rates and the fully funded rate model for each provider.

(B) Commencing January 1, 2023, and continuing through the 2023-24 fiscal year, the department shall adjust rates to equal one-half of the difference between rates in effect March 31, 2022, and the fully funded rate model for each provider, and additional funding shall be available for the quality incentive program described in subdivision (e).”

CCR, Title 17, Section 57300(c)(2) states:

“(c) Regional Centers shall not reimburse vendors:

(2) For services in an amount greater than the rate established pursuant to these regulations.”

Recommendation:

NLACRC must reimburse DDS the overpayments made to the three vendors totaling \$873,763 and make payments to the four vendors totaling \$335,268.38 for the underpayments. In addition, NLACRC

should revise the vendors' payment rates to ensure the vendors are paid correctly.

Finding 3: Overstated Claims

The review of the Operational Indicator Reports revealed 130 instances in which NLACRC overstated claims totaling \$124,670.23. The overstated claims occurred due to duplicate payments and overlapping authorizations. NLACRC recovered the overpayments totaling \$117,667.19, with \$7,003.04 still outstanding. (See Attachment C).

CCR, Title 17, Section 57300(c)(2) states:

“(c) Regional Centers shall not reimburse vendors:

(2) For services in an amount greater than the rate established pursuant to these regulations.”

Recommendation:

NLACRC must reimburse to DDS the overstated claims totaling \$7,003.04. In addition, NLACRC must ensure its staff monitor the Operational Indicator Reports for errors that may have occurred while doing business with its vendors.

Finding 4: Bank Reconciliations

The review of six sampled months of bank reconciliations for the Operations, Client Trust, Dedicated Trust, Payroll and Flex Spending accounts revealed the following weaknesses:

- NLACRC could not provide written policies or procedures for bank reconciliations.
- Only one of the six sampled bank reconciliations for the Operations account was completed in October 2021, while the other five bank reconciliations could not be provided or were never completed.
- All Client Trust bank reconciliations and three months of bank reconciliations for the Dedicated Client Trust Account were not completed in a timely manner. The reconciliations were not completed within 30 days.
- NLACRC could not provide documentation to support the reconciling items from the Operations and Client Trust accounts.

- All of the completed Operations, Payroll and Flex Spending bank reconciliations did not show the date prepared and date reviewed.

W&I Code, Section 4631(b), states:

“The department’s contract with a regional center shall require strict accountability and reporting of all revenues and expenditures, and strict accountability and reporting as to the effectiveness of the regional center in carrying out its program and fiscal responsibilities as established herein.”

Article I, Section 12 of the contract between DDS and NLACRC states in part:

“The Contractor shall comply with all California statutes, laws, and regulations applicable to nonprofit corporations.”

Article IV, Section 3(a) of the contract between DDS and NLACRC states in part:

“The Contractor shall maintain books, records, documents, case files, and other evidence pertaining to the budget, revenues, expenditures...”

State Administrative Manual, Reconciliations – General - 7901 states in part:

“Agencies/departments are required to perform reconciliations to ensure accuracy and consistency in their accounting records. Agencies/departments will reconcile the account balances to supporting documentation such as invoices, receipts, etc. Agencies/departments will also compare agency/department accounts with records other than those prepared by the agency/department, such as bank statements used in a bank reconciliation.”

“. . . each agency/department is responsible for completing any reconciliation necessary to safeguard the state’s assets and ensure reliable financial data.

All reconciliations will show the preparer’s and reviewer’s names and signatures, date prepared, and date reviewed. Reconciliations will be prepared monthly within 30 days of the preceding month, except for property reconciliations.”

Recommendation:

NLACRC must develop and implement written bank reconciliation policies and procedures. In addition, NLACRC must ensure it completes the bank reconciliations timely, maintains the supporting documents to validate the transactions and have the bank reconciliations dated by the preparer and reviewer. This will ensure that errors or fraudulent transactions can be detected, analyzed and rectified immediately.

Finding 5: Service Coordinator Caseload Ratio

The review of NLACRC's Service Coordinator Caseload ratios revealed weakness in its reporting. The review revealed NLACRC included 13 positions that were vacant for more than 60 days of the reporting month. This occurred for both February 2022 and February 2023 caseload surveys.

W&I Code, Section 4640.6(e)(3) states:

“(3) Not include positions that are vacant for more than 60 days or new positions established within 60 days of the reporting month that are still vacant.

Recommendation:

NLACRC should add additional procedures to ensure positions vacant for more than 60 days and vacancies established within 60 days of the reporting month are not included in the Service Coordinator Caseload ratios reported to DDS.

Finding 6: BOD COI Statements

The review of the BOD COI statements revealed weaknesses in its' oversight of the BOD COI statements. The review revealed three and 16 governing BODs' COI statements from FY 2021-22 and FY 2022-23, respectively were not completed by August 1st. NLACRC stated the BOD COI statements were not completed on time due to a training issue. The staff in charge was trained to have the COI statements completed by August 10th instead of August 1st.

W&I Code, Section 4626(g) states:

“Every regional center board member and regional center employee referenced in subdivision (e) shall complete and file the conflict-of-interest statement by August 1 of each year.”

Recommendation:

NLACRC should improve their BOD COI process to ensure the BOD COI statements are completed by August 1st.

Finding 7: Individual Trust Accounts

A. Individual Trust Balances Over the Resource Limit

The review of the individual trust accounts revealed three individuals with account balances exceeding \$2,000. By exceeding the resource limit, the individuals are at risk of losing SSI benefits that are used to offset the costs of residential services. (See Attachment D)

Social Security Handbook, Chapter 21, Section 2113.2 states:

“In order to receive SSI benefits, you cannot own countable real or personal property (including cash) in excess of a specified amount at the beginning of each month. For an individual with an eligible or ineligible spouse, the applicable limit is one and one-half times as much as that for an individual without a spouse. These limits are set by law, and they are not subject to regular cost-of-living adjustments. But they are subject to change. The limits for January 2009 are \$2,000 for an individual and \$3,000 for a couple.”

Recommendation:

NLACRC must ensure all individual trust balances remain within the resource limits established by the Social Security guidelines.

B. Remaining Individual Trust Balances

The review of the individual trust accounts revealed NLACRC has not taken action to close the individual trust accounts for three deceased individuals. The three deceased individual accounts had remaining trust balances totaling \$46,486.61. These remaining trust balances should have been transferred to the Department of Health Care Services (DHCS), if required by Medicaid, forwarded to the individual’s beneficiaries, or escheated to the State if unclaimed for more than three years. NLACRC did not state a reason for the remaining balances. (See Attachment E)

Social Security Handbook, Chapter 16, Section 1622 states:

“In the event of the beneficiary's death, conserved funds become the property of the beneficiary's estate. Rather than returning them to us, you must give them to the legal representative of the deceased beneficiary's estate for disposition under State law. If no legal representative exists, you must contact the State probate court (or the State agency handling estate matters) for instructions on what to do with the remaining conserved funds.”

California Code of Civil Procedure (CCP), Article 2, Section 1518(a)(1), states in part:

“All intangible personal property, including intangible personal property maintained in a deposit or account, and the income or increment on such tangible or intangible property, held in a fiduciary capacity for the benefit of another person escheats to this state if for more than three years after it becomes payable or distributable, the owner has not done any of the following:

- (A) Increased or decreased the principal.
- (B) Accepted payment of principal or income.
- (C) Corresponded in writing concerning the property.
- (D) Otherwise indicated an interest in the property as evidenced by a memorandum or other record on file with the fiduciary.”

Recommendation:

NLACRC must follow-up to determine whether DHCS will collect the \$46,486.61 from the deceased individual trust accounts. If DHCS is not seeking repayment from the deceased individuals, the funds must be forwarded to the individuals' beneficiaries, or escheated to the State. In addition, NLACRC must forward the remaining funds for the two individuals that transferred to their corresponding regional center and close their account at NLACRC.

C. Interest Not Disbursed

The review of the individual trust accounts revealed four individuals did not receive interest. There were two individuals that did not receive any interest for the audit period and two individuals that have not received interest since January 2023. NLACRC did not state a reason why the interest was not disbursed to the four individuals. (See Attachment F)

Article III, Section 10 of the contract between DDS and NLACRC states in part:

“Contractor shall ensure that the consumer benefits directly from all interest earned on trust accounts. Guided by prudent business practices, all trust funds must be placed in a separate bank account that earns at least the prevailing rate of monetary interest for a “Business Savings” account, or equivalent account. This account shall be in the name of both the State and Contractor in accordance with the provisions of Article III, Section 3. All interest must be allocated to the individual consumer accounts. Bank charges (net after applying bank credits, if any), that are specifically identifiable to the trust account may be offset against the consumers’ interest. In no case shall the amount of bank charges allocated to the individual consumer accounts exceed the amount of interest earned.”

Recommendation:

NLACRC must determine why the four individuals did not receive interest and allocate the proper amount to their accounts. In addition, NLACRC should scan the other individual trust accounts to ensure all individual are receiving interest.

Finding 8: Equipment Inventory

The review of the inventory process revealed weakness with NLACRC’s inventory taking procedures. NLACRC’s fixed asset inventory listing was not updated after the comprehensive physical inventory was completed. There were eight pieces of equipment with a check date greater than three years. In addition, NLACRC’s inventory did not show the date of the inventory, name and signatures of the inventory takers and reviewer.

Article IV, Section 4(a) of the contract between DDS and NLACRC states in part:

“Contractor shall comply with the State’s Equipment Management System Guidelines for regional center equipment and appropriate directions and instructions which the State may prescribe as reasonably necessary for the protection of State of California property.”

State’s Equipment Management System Guidelines, Section III, F. Inventory of State-Owned Equipment states in part:

“Each RC shall conduct a comprehensive physical inventory of all state-owned nonexpendable equipment and sensitive equipment, as defined in Attachment A, at least once every three years.”

State’s Equipment Management System Guidelines, Section III, F. Inventory of State-Owned Equipment states in part:

“The inventory will be conducted per State Administrative Manual (SAM) Section 8652.”

State Administrative Manual, Inventorying Property - 8652 states in part:

“Taking Physical Inventory

Agencies/departments will make a physical count of all property and reconcile the count with the accounting records at least once every three years. Inventory counting does not need to be performed at one time for an entire agency’s/department’s capital assets/property. Agencies/departments may take a rotating inventory according to an inventory calendar.

Inventory Plan

Agencies/departments are responsible for developing and carrying out an inventory plan which will include:

1. Inventory Taking

- a. Time schedule.
- b. Count procedure (type of listing or count sheet to be used).
- c. Count assignment (statement of who will take the inventory at the times and locations scheduled).

2. Internal Control

- a. Inventories will not be exclusively controlled by the custodian of the property records.
- b. Worksheets used to take inventory will be retained for audit and will show the date of inventory and the name of the inventory taker.”

Recommendation:

NLACRC must develop procedures that adhere to all the requirements set forth regarding the safeguarding of State property. This will ensure compliance with the State Contract, Article IV, Section 4(a), State’s Equipment Management System Guidelines and SAM.

Finding 9: Independent CPA Vendor Audit/Review Oversight

The review of the Vendor Independent CPA Audit/Reviews revealed a weakness in NLACRC’s oversight of the Vendor Independent CPA Audit/Reviews. NLACRC utilized a spreadsheet to track the Vendor Independent CPA Audit/Reviews; however, the spreadsheet did not reconcile with the DDS list of vendors required to submit an Independent CPA Audit/Review that was provided to NLACRC.

In addition, the review revealed NLACRC exempt 34 vendors from 2021 and 73 vendors from 2022. NLACRC stated the vendors were exempt; however, documentation was not provided to support the exemptions, nor did it notify the department annually of the exemptions.

W&I Code Section 4652.5(a)(1)(A)(B) and (b) states in part:

“(a)(1) An entity receiving payments from one or more regional centers shall contract with an independent accounting firm for an audit or review of its financial statements subject to all of the following:

(A) When the amount received from the regional center or regional centers during the entity’s fiscal year is more than or equal to five hundred thousand dollars (\$500,000) but less than two million dollars (\$2,000,000), the entity shall obtain an independent review report of its financial statements for the entity’s fiscal year that includes the last day of the most recent state fiscal year.

(B) If the amount received from the regional center or regional centers during each state fiscal year is equal to or more

than two million dollars (\$2,000,000), the entity shall obtain an independent audit of its financial statements for the entity's fiscal year that includes the last day of the most recent state fiscal year.

- (b) An entity subject to subdivision (a) shall provide copies of the independent audit or independent review report required by subdivision (a), and accompanying management letters, to the vendoring regional center within 9 months of the end of the entity's fiscal year."

W&I Code, Section 4652.5(d)(2) states in part:

"A regional center shall submit copies of all independent audit reports that it receives to the department for review. The department shall compile data, by regional center, on vendor compliance with audit requirements and opinions resulting from audit reports and shall annually publish the data in the performance dashboard developed pursuant to Section 4572."

W&I Code, Section 4652.5(h) states in part:

"(1) An entity required to obtain an independent review report of its financial statements pursuant to subparagraph (A) of paragraph (1) of subdivision (a) may apply to the regional center for, and the regional center shall grant, a two-year exemption from the independent review report requirement if the regional center does not find issues in the prior year's independent review report that have an impact on regional center services."

(2) An entity required to obtain an independent audit of its financial statements pursuant to subparagraph (B) of paragraph (1) of subdivision (a) may apply to the regional center for an exemption from the independent audit requirement, subject to both the following conditions:

(A) If the independent audit for the prior year resulted in an unmodified opinion or an unmodified opinion with additional communication, the regional center shall grant the entity a two-year exemption.

(B) If the independent audit for the prior year resulted in a qualified opinion and the issues are not material, the regional center shall grant the entity a two-year

exemption. The entity and the regional center shall continue to address issues raised in this independent audit, regardless of whether the exemption is granted.

(3) A regional center shall annually report to the department any exemptions granted pursuant to this subdivision.”

CCR, Title 17, Section 54370(a) states:

“(a) The vendoring regional center shall be responsible for ensuring that vendors within its service catchment area comply with the vendorization requirements.”

Recommendation:

NLACRC should develop and implement policies and procedures to ensure it is properly tracking and following up with vendors who are required to, but have not, submitted an audit report or review. Failure to receive these reports limits NLACRC’s ability to detect vendor issues that may adversely affect services. In addition, NLACRC should ensure documentation is maintained to support the exemptions and develop a procedure to notify the department annually of these exemptions.

DRAFT

EVALUATION OF RESPONSE

DDS' evaluation of the regional center's response to the draft audit report will be addressed in this section of the final audit report.

DRAFT

APPENDIX A

SCOPE, OBJECTIVES, AND METHODOLOGY

DDS is responsible, under the W&I Code, for ensuring that persons with intellectual and developmental disabilities receive the services and supports they need to lead more independent, productive, and integrated lives. To secure these services and supports, DDS contracts with 21 private, nonprofit community agencies/corporations that provide fixed points of contact in the community for serving eligible individuals and their families in California. These fixed points of contact are referred to as regional centers. The regional centers are responsible under State law to help ensure that such persons receive access to the programs and services that are best suited to them throughout their lifetime.

DDS also is responsible for providing assurance to the federal Department of Health and Human Services, Centers for Medicare, and Medicaid Services (CMS), that services billed under California's HCBS Waiver program are provided and that criteria set forth for receiving funds have been met. As part of providing this assurance, the Audit Section conducts fiscal compliance audits of each regional center no less than every two years and completes follow-up reviews in alternate years.

In addition to the fiscal compliance audit, each regional center also is monitored by the DDS Federal Programs Operations Section to assess overall programmatic compliance with HCBS Waiver requirements. The HCBS Waiver compliance monitoring review has its own criteria and processes. These audits and program reviews are an essential part of an overall DDS monitoring system that provides information on the regional centers' fiscal, administrative, and program operations.

This audit was conducted as part of the overall DDS monitoring system that provides information on the regional centers' fiscal, administrative, and program operations. The objectives of this audit were:

- To determine compliance with the W&I Code,
- To determine compliance with the provisions of the HCBS Waiver Program for the Developmentally Disabled,
- To determine compliance with CCR, Title 17 regulations,
- To determine compliance with OMB Circulars A-122 and A-133, and
- To determine that costs claimed were in compliance with the provisions of the State Contract between DDS and the regional center.

The audit was conducted in accordance with the Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States. However, the procedures do not constitute an audit of the regional center's financial statements. DDS limited the scope to planning and performing audit procedures necessary to obtain reasonable assurance that the regional center was in compliance with the objectives identified above.

DDS' review of the regional center's internal control structure was conducted to gain an understanding of the transaction flow and the policies and procedures, as necessary, to develop appropriate auditing procedures.

DDS reviewed available annual audit report(s) that were conducted by an independent CPA firm. This review was performed to determine the impact, if any, upon the DDS audit and, as necessary, develop appropriate audit procedures.

The audit procedures performed included the following:

I. Purchase of Service

DDS selected a sample of Purchase of Service (POS) claims billed to DDS. The sample included consumer services and vendor rates. The sample also included consumers who were eligible for the HCBS Waiver Program. For POS claims, the following procedures were performed:

- DDS tested the sample items to determine if the payments made to service providers were properly claimed and could be supported by appropriate documentation.
- DDS selected a sample of invoices for service providers with daily and hourly rates, standard monthly rates, and mileage rates to determine if supporting attendance documentation was maintained by the regional center. The rates charged for the services provided to individual consumers were reviewed to ensure compliance with the provision of the W&I Code; the HCBS Waiver for the Developmentally Disabled; CCR, Title 17, OMB Circulars A-122 and A-133; and the State Contract between DDS and the regional center.
- If applicable to this audit, DDS selected a sample of individual Consumer Trust Accounts to determine if there were any unusual activities and whether any account balances exceeded \$2,000, as prohibited by the Social Security Administration. In addition, DDS determined if any retroactive Social Security benefit payments received exceeded the \$2,000 resource limit for longer than nine months. DDS also reviewed these accounts to ensure that the interest earnings were distributed quarterly, personal and incidental funds were paid before the 10th of each month, and proper documentation for expenditures was maintained.
- If applicable to this audit, the Client Trust Holding Account, an account used to hold unidentified consumer trust funds, was tested to determine whether funds received were properly identified to a consumer or returned to the Social Security Administration in a timely manner. An interview with the regional center staff revealed that the regional center has procedures in place to determine the correct recipient of unidentified consumer trust

funds. If the correct recipient cannot be determined, the funds are returned to the Social Security Administration or other sources in a timely manner.

- If applicable to this audit, DDS selected a sample of Uniform Fiscal Systems (UFS) reconciliations to determine if any accounts were out of balance or if there were any outstanding items that were not reconciled.
- DDS analyzed all bank accounts to determine whether DDS had signatory authority, as required by the State Contract with DDS.
- DDS selected a sample of bank reconciliations for Operations (OPS) accounts and Consumer Trust bank accounts to determine if the reconciliations were properly completed on a monthly basis.

II. Regional Center Operations

DDS selected a sample of OPS claims billed to DDS to determine compliance with the State Contract. The sample included various expenditures claimed for administration that were reviewed to assure that accounting staff properly input data, transactions were recorded on a timely basis, and expenditures charged to various operating areas were valid and reasonable. The following procedures were performed:

- A sample of the personnel files, timesheets, payroll ledgers, and other support documents were selected to determine if there were any overpayments or errors in the payroll or the payroll deductions.
- A sample of OPS expenses, including, but not limited to, purchases of office supplies, consultant contracts, insurance expenses, and lease agreements were tested to determine compliance with CCR, Title 17, and the State Contract.
- A sample of equipment was selected and physically inspected to determine compliance with requirements of the State Contract.
- DDS reviewed the regional center's policies and procedures for compliance with the DDS Conflict of Interest regulations, and DDS selected a sample of personnel files to determine if the policies and procedures were followed.

III. Targeted Case Management (TCM) and Regional Center Rate Study

The TCM Rate Study determines the DDS rate of reimbursement from the federal government. The following procedures were performed upon the study:

- DDS examined the two TCM Rate Studies submitted to DDS during the audit period and traced the reported information to source documents.
- A review of the recent Case Management Time Study (required to be submitted every three years) is conducted if the study was not reviewed during the prior audit. DDS selected a sample of the Case Management Time Study Forms (DS 1916) for examination and reconciled them to the corresponding payroll timesheets to ensure that the forms were properly completed and supported.

IV. Service Coordinator Caseload Survey

Under the W&I Code, Section 4640.6(e), regional centers are required to provide service coordinator caseload data to DDS. The following average service coordinator-to-consumer ratios apply per W&I Code Section 4640.6(c)(1)(2)(3)(A)(B)(C):

“(c) Contracts between the department and regional centers shall require regional centers to have service coordinator-to-consumer ratios, as follows:

- (1) An average service coordinator-to-consumer ratio of 1 to 62 for all consumers who have not moved from the developmental centers to the community since April 14, 1993. In no case shall a service coordinator for these consumers have an assigned caseload in excess of 79 consumers for more than 60 days.
- (2) An average service coordinator-to-consumer ratio of 1 to 45 for all consumers who have moved from a developmental center to the community since April 14, 1993. In no case shall a service coordinator for these consumers have an assigned caseload in excess of 59 consumers for more than 60 days.
- (3) The following coordinator-to-consumer ratios shall apply:
 - (A) All consumers enrolled in the Home and Community-based Services Waiver program for persons with developmental disabilities, an average service coordinator-to-consumer ratio of 1 to 62.

- (B) All consumers who have moved from a developmental center to the community since April 14, 1993, and have lived continuously in the community for at least 12 months, an average service coordinator-to-consumer ratio of 1 to 62.
- (C) All consumers who have not moved from the developmental centers to the community since April 14, 1993, and who are not described in subparagraph (A), an average service coordinator-to-consumer ratio of 1 to 66.
- (4) Notwithstanding paragraphs (1) to (3), inclusive, an average service coordinator-to-consumer ratio of 1 to 40 for all consumers five years of age and younger.
- (5) (A) Notwithstanding paragraphs (1) to (3), inclusive, enhanced service coordination, including a service coordinator-to-consumer ratio of 1 to 40, shall be available to consumers identified as having low or no purchase-of-service expenditures, as identified in the annual Budget Act.
- (6) (A) Notwithstanding paragraphs (1) to (3), inclusive, an average service coordinator-to-consumer ratio of 1 to 25 for all consumers with complex needs.
- (7) For purposes of paragraph (3), service coordinators may have a mixed caseload of consumers three years of age and younger, consumers enrolled in the Home and Community-based Services Waiver program for persons with developmental disabilities, and other consumers if the overall average caseload is weighted proportionately to ensure that overall regional center average service coordinator-to-consumer ratios as specified in paragraph (3) are met. For purposes of paragraph (3), in no case shall a service coordinator have an assigned caseload in excess of 84 for more than 60 days.”

DDS also reviewed the Service Coordinator Caseload Survey methodology used in calculating the caseload ratios to determine reasonableness and that supporting documentation is maintained to support the survey and the ratios as required by W&I Code, Section 4640.6(e).

V. Early Intervention Program (EIP; Part C Funding)

For the EIP, there are several sections contained in the Early Start Plan. However, only the Part C section was applicable for this review.

VI. Family Cost Participation Program (FCPP)

The FCPP was created for the purpose of assessing consumer costs to parents based on income level and dependents. The family cost participation assessments are only applied to respite, day care, and camping services that are included in the child's Individual Program Plan (IPP)/Individualized Family Services Plan (IFSP). To determine whether the regional center was in compliance with CCR, Title 17, and the W&I Code, Section 4783, DDS performed the following procedures during the audit review:

- Reviewed the list of consumers who received respite, day care, and camping services, for ages 0 through 17 years who live with their parents and are not Medi-Cal eligible, to determine their contribution for the FCPP.
- Reviewed the parents' income documentation to verify their level of participation based on the FCPP Schedule.
- Reviewed copies of the notification letters to verify that the parents were notified of their assessed cost participation within 10 working days of receipt of the parents' income documentation.
- Reviewed vendor payments to verify that the regional center was paying for only its assessed share of cost.

VII. Annual Family Program Fee (AFPF)

The AFPF was created for the purpose of assessing an annual fee of up to \$200 based on the income level of families with children between the ages of 0 through 17 years receiving qualifying services through the regional center. The AFPF fee shall not be assessed or collected if the child receives only respite, day care, or camping services from the regional center and a cost for participation was assessed to the parents under FCPP. To determine compliance with the W&I Code, Section 4785, DDS requested a list of AFPF assessments and verified the following:

- The adjusted gross family income is at or above 400 percent of the federal poverty level based upon family size.
- The child has a DD or is eligible for services under the California Early Intervention Services Act.
- The child is less than 18 years of age and lives with his or her parent.
- The child or family receives services beyond eligibility determination, needs assessment, and service coordination.

- The child does not receive services through the Medi-Cal program.
- Documentation was maintained by the regional center to support reduced assessments.

VIII. Parental Fee Program (PFP)

The PFP was created for the purpose of prescribing financial responsibility to parents of children under the age of 18 years who are receiving 24-hour, out-of-home care services through a regional center or who are residents of a state hospital or on leave from a state hospital. Parents shall be required to pay a fee depending upon their ability to pay, but not to exceed (1) the cost of caring for a child without DD at home, as determined by the Director of DDS, or (2) the cost of services provided, whichever is less. To determine compliance with the W&I Code Section 4784, DDS requested a list of PFP assessments and verified the following:

- Identified all children with DD who are receiving the following services:
 - (a) All 24-hour, out-of-home community care received through a regional center for children under the age of 18 years;
 - (b) 24-hour care for such minor children in state hospitals;
 - (c) provided, however, that no ability to pay determination may be made for services required by state or federal law, or both, to be provided to children without charge to their parents.
- Provided DDS with a listing of new placements, terminated cases, and client deaths for those clients. Such listings must be provided not later than the 20th day of the month following the month of such occurrence.
- Informed parents of children who will be receiving services that DDS is required to determine parents' ability to pay and to assess, bill, and collect parental fees.
- Provided parents a package containing an informational letter, a Family Financial Statement (FFS), and a return envelope within 10 working days after placement of a minor child.
- Provided DDS a copy of each informational letter given or sent to parents, indicating the addressee and the date given or mailed.

IX. Procurement

The Request for Proposal (RFP) process was implemented so that regional centers outline the vendor selection process when using the RFP process to address consumer service needs. As of January 1, 2011, DDS requires regional centers to document their contracting practices, as well as how particular vendors are selected to provide consumer services. By implementing a procurement process, regional centers will ensure that the most cost-effective service providers, amongst comparable service providers, are selected, as required by the Lanterman Act and the State Contract. To determine whether the regional center implemented the required RFP process, DDS performed the following procedures during the audit review:

- Reviewed the regional center's contracting process to ensure the existence of a Board-approved procurement policy and to verify that the RFP process ensures competitive bidding, as required by Article II of the State Contract, as amended.
- Reviewed the RFP contracting policy to determine whether the protocols in place included applicable dollar thresholds and comply with Article II of the State Contract, as amended.
- Reviewed the RFP notification process to verify that it is open to the public and clearly communicated to all vendors. All submitted proposals are evaluated by a team of individuals to determine whether proposals are properly documented, recorded, and authorized by appropriate officials at the regional center. The process was reviewed to ensure that the vendor selection process is transparent and impartial and avoids the appearance of favoritism. Additionally, DDS verified that supporting documentation is retained for the selection process and, in instances where a vendor with a higher bid is selected, written documentation is retained as justification for such a selection.

DDS performed the following procedures to determine compliance with the State Contract:

- Selected a sample of Operations, Community Placement Plan (CPP), and negotiated POS contracts subject to competitive bidding to ensure the regional center notified the vendor community and the public of contracting opportunities available.
- Reviewed the contracts to ensure that the regional center has adequate and detailed documentation for the selection and evaluation process of vendor proposals and written justification for final vendor selection decisions and that those contracts were properly signed and executed by both parties to the contract.

In addition, DDS performed the following procedures:

- To determine compliance with the W&I Code, Section 4625.5: Reviewed to verify that the regional center has a written policy requiring the Board to review and approve any of its contracts of two hundred fifty thousand dollars (\$250,000) or more before entering into a contract with the vendor.
- Reviewed the regional center Board-approved Operations, Start-Up, and POS vendor contracts of \$250,000 or more, to verify that the inclusion of a provision for fair and equitable recoupment of funds for vendors that cease to provide services to consumers; verified that the funds provided were specifically used to establish new or additional services to consumers, the usage of funds is of direct benefit to consumers, and the contracts are supported with sufficiently detailed and measurable performance expectations and results.

The process above was conducted in order to assess the current RFP process and Board approval for contracts of \$250,000 or more, as well as to determine whether the process in place satisfies the W&I Code and State Contract requirements.

X. Statewide/Regional Center Median Rates

The Statewide and Regional Center Median Rates were implemented on July 1, 2008, and amended on December 15, 2011, July 1, 2016, and April 1, 2022. Regional centers may not negotiate rates higher than the set median rates for services. Despite the median rate requirement, rate increases can be obtained from DDS under health and safety exemptions where regional centers demonstrate the exemption is necessary for the health and safety of the consumers.

To determine compliance with the Lanterman Act, DDS performed the following procedures during the audit review:

- Reviewed sample vendor files to determine whether the regional center is using appropriately vendorized service providers and correct service codes, and is paying authorized contract rates and complying with the median rate requirements of W&I Code Section 4691.9.
- Reviewed vendor contracts to verify that the regional center is reimbursing vendors using authorized contract median rates and verified that rates paid represented the lower of the statewide or regional center median rate set after June 30, 2008. Additionally, DDS verified that providers vendorized before June 30, 2008, did not receive any unauthorized rate increases, except in situations where required by regulation, or health and safety exemptions were granted by DDS.

- Reviewed vendor contracts to verify that the regional center did not negotiate rates with new service providers for services which are 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. DDS also verified that units of service designations conformed with existing regional center designations or, if none exists, checked that units of service conformed to a designation used to calculate the statewide median rate for the same service code.

XI. Other Sources of Funding from DDS

Regional centers may receive other sources of funding from DDS. DDS performed sample tests on identified sources of funds from DDS to ensure the regional center's accounting staff were inputting data properly, and that transactions were properly recorded and claimed. In addition, tests were performed to determine if the expenditures were reasonable and supported by documentation. The sources of funding from DDS identified in this audit may include:

- CPP;
- Part C – Early Start Program;
- Family Resource Center;
- Foster Grandparent (FGP);
- Senior Companion (SC);
- Self Determination;
- Mental Health Services Act; and
- First Five.

XII. Follow-up Review on Prior DDS Audit Finding(s)

As an essential part of the overall DDS monitoring system, a follow-up review of prior DDS audit finding(s) was conducted, if applicable. DDS identified prior audit finding(s) and reviewed supporting documentation to determine the degree of completeness of implementation of corrective actions.



California Public Employees' Retirement System

Office of Audit Services

400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-0422

888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

Memorandum

July 02, 2024

To: CalPERS Contracting Agencies

Cindie Lor

From: Cindie Lor

Assistant Division Chief

Office of Audit Services

Subject: Public Agency Pay Schedules Review

As part of the Office of Audit Services (OFAS) Audit Plan for fiscal year 2023-24, we are performing a review of Public Agency Pay Schedules. Your agency has been selected as an employer to be included in this review. The objective of the review is to determine whether public agency pay schedules and reported payrates for Classic members are in compliance with Government Code section 20636 and Title 2 of the California Code of Regulations section 570.5. Our review period is from July 1, 2021 through June 30, 2024.

In accordance with Government Code 20222.5, we will need to review pertinent documents and records covering the review period. The results of our review will be communicated with a draft report to each employer. The draft report will include observations identified, if any, and provide an opportunity for the employer to respond to the draft report. The employer's response and our evaluation of your response will be included in a consolidated final report summarizing the results for all employers reviewed, and each employer's report will be included as an attachment to the final report.

It is each employer's responsibility to ensure compliance with the Public Employees' Retirement Law. We will contact you to discuss the review objectives and necessary documentation and to schedule fieldwork.

Please share a copy of this letter with your Human Resources Director and Payroll Director to inform them of this review as soon as possible. In addition, please email the following documents to boa.yang@calpers.ca.gov by July 08, 2024:

- An employee roster listing all employees who were CalPERS members during the review period. The list should identify the employee's name, CalPERS ID number, job title, bargaining unit, pay schedule name, employment status (active or retired), work schedule (full-time or part-time), date of hire and date of retirement, if applicable. This list should not include retired annuitants.
- All pay schedules, with governing body approval documentation, in effect during the review period.
- Complete labor policies and agreements and employment contracts with governing body approval documentation covering the review period.
- Organizational charts in effect during the review period.

In addition, we will need to have the following records available during fieldwork for the employees selected for review:

- Complete personnel records or files.
- Payroll records covering the review period.
- Information or documents deemed reasonably necessary to determine whether employer pay schedules and reported payrates are in compliance with GC section 20636 and CCR section 570.5.

GC section 20222.5 provides OFAS the authority to review employers under resolution or contract with CalPERS and to assess a reasonable fee to recover the additional costs incurred when the time required to complete a review exceeds the estimated hours. Based on the employer's size and its location, we estimate the review to take between 90 and 110 hours to complete.

If you have any questions, please contact Boa Yang, Program Auditor, at (916) 795-2110.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
 NORTH LOS ANGELES COUNTY REGIONAL CENTER
 EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.05 - \$46.71
Accountant Junior	Hourly	\$28.91 - \$40.86
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$35.65 - \$50.37
Accounting Specialist	Hourly	\$25.35 - \$35.81
Accounting Specialist Senior	Hourly	\$25.82 - \$36.50
Accounting Supervisor	Bi-Weekly	\$3,704.00 - \$5,000.80
Administrative Assistant	Hourly	\$28.06 - \$42.50
Aging Adult Specialist	Hourly	\$28.91 - \$40.86
Applications Administrator I	Hourly	\$36.17 - \$51.10
Assistant Psychological Supervisor	Bi-Weekly	\$3,715.20 - \$4,423.20
Autism Program Clinical Services Specialist	Hourly	\$42.12 - \$59.52
Autism Program Coordinator-Specialist	Hourly	\$42.12 - \$59.52
Behavioral Consultant	Hourly	\$42.12 - \$59.52
Behavioral Services Manager	Bi-Weekly	\$5,823.20 - \$7,861.60
Behavioral Services Supervisor	Bi-Weekly	\$5,082.40 - \$6,861.60
Chief Consumer & Comm Services Officer	Bi-Weekly	\$5,696.80 - \$8,757.60
Chief Financial Officer	Bi-Weekly	\$6,857.60 - \$9,258.40
Chief Human Resources Officer	Bi-Weekly	\$6,740.00 - \$9,098.40
Chief Information Officer	Bi-Weekly	\$7,814.40 - \$10,548.80
Clinical Services Director	Bi-Weekly	\$8,812.80 - \$13,760.00
Community Services Director	Bi-Weekly	\$5,494.40 - \$7,417.60
Community Living Specialist	Hourly	\$28.91 - \$40.86
Community Services Manager	Bi-Weekly	\$4,188.80 - \$5,655.20
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$28.91 - \$40.86
Community Services Specialist	Hourly	\$28.91 - \$40.86
Community Services Supervisor - BS	Bi-Weekly	\$3,468.80 - \$4,683.20
Community Services Supervisor - MS	Bi-Weekly	\$3,642.40 - \$4,917.60
Consumer Advocate	Hourly	\$21.85 - \$31.91
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$25.82 - \$38.95
Consumer Services -- Enhanced Care Specialist	Hourly	\$30.96 - \$43.74
Consumer Services -- Floater Specialist	Hourly	\$28.91 - \$40.86

¹Bi-Weekly Salary Ranges for exempt personnel divided by eighty (80) standard bi-weekly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
 NORTH LOS ANGELES COUNTY REGIONAL CENTER
 EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Consumer Services -- Officer of the Day Specialist	Hourly	\$28.91 - \$40.86
Consumer Services -- Self-Determination (Program) Specialist	Hourly	\$30.96 - \$43.74
Consumer Services Director	Bi-Weekly	\$5,172.00 - \$6,982.40
Consumer Services Manager	Bi-Weekly	\$4,188.80 - \$5,655.20
Consumer Services Specialist - Specialized	Hourly	\$28.91 - \$40.86
Consumer Services Specialist - CPP	Hourly	\$28.91 - \$40.86
Consumer Services Supervisor - BS	Bi-Weekly	\$3,143.20 - \$4,375.20
Consumer Services Supervisor - MS	Bi-Weekly	\$3,402.40 - \$4,593.60
Consumer Services Supervisor - CPP/CRDP/SDP	Bi-Weekly	\$3,468.80 - \$4,683.20
Consumer Services Supervisor – Intake	Bi-Weekly	\$3,143.20 - \$4,375.20
Consumer Services Supervisor – LCSW	Bi-Weekly	\$3,468.80 - \$4,683.20
Consumer Services Transition Liaison	Hourly	\$30.96 - \$43.74
Contract Administration and Privacy Manager	Bi-Weekly	\$3,772.00 - \$5,092.00
Contract Privacy Communications Director	Bi-Weekly	\$5,456.80 – \$7,627.20
Contract and Compliance Specialist	Hourly	\$30.96 - \$44.18
Contract and Compliance Supervisor	Bi-Weekly	\$3,642.40 - \$4,917.60
Controller	Bi-Weekly	\$5,400.00 - \$7,289.60
Deputy Director	Bi-Weekly	\$6,295.20 - \$9,757.60
Deaf Services Specialist	Hourly	\$30.96 - \$43.74
Diversity, Equity, and Inclusion Supervisor	Bi-Weekly	\$3,468.80 - \$4,683.20
Director of Finance	Bi-Weekly	\$5,964.00 - \$9,244.00
Due Process Officer	Bi-Weekly	\$3,122.40 - \$4,920.00
Emergency Management Specialist	Bi-Weekly	\$3,547.20 - \$4,788.80
Employment Specialist	Hourly	\$28.91 - \$40.86
Executive Administrative Assistant	Hourly	\$35.65 - \$50.37
Executive Director	Bi-Weekly	\$8,653.85 - \$12,500.00
Facilities Services Manager	Bi-Weekly	\$3,696.80 - \$4,990.40
Facilities Supervisor	Bi-Weekly	\$3,851.20 - \$5,672.00
Fair Hearings and Administrative Procedures Manager	Bi-Weekly	\$3,653.60 - \$5,196.00
Federal Revenue Supervisor	Bi-Weekly	\$3,240.80 - \$4,375.20
Federal Revenues Specialist	Hourly	\$28.91 - \$40.86

¹Bi-Weekly Salary Ranges for exempt personnel divided by eighty (80) standard bi-weekly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
 NORTH LOS ANGELES COUNTY REGIONAL CENTER
 EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Health and Safety Waiver Support Specialist	Hourly	\$28.91 - \$40.86
Human Resources Coordinator	Hourly	\$31.38 - \$44.32
Human Resources Director	Bi-Weekly	\$5,136.00 - \$6,961.60
Human Resources Generalist	Hourly	\$33.38 - \$47.17
Human Resources Manager	Bi-Weekly	\$4,250.40 - \$5,860.80
Human Resources Specialist I	Hourly	\$31.38 - \$44.32
Human Resources Specialist II	Hourly	\$32.95 - \$46.55
Human Resources Supervisor	Bi-Weekly	\$3,740.00 - \$5,048.80
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$37.32 - \$52.73
Infrastructure Engineer	Hourly	\$60.26 - \$85.17
Intake Associate	Hourly	\$21.85 - \$32.00
Intake Specialist	Hourly	\$37.94 - \$57.93
Intake Supervisor	Bi-Weekly	\$3,402.40 - \$4,317.60
iSeries System Operator	Hourly	\$30.77 - \$43.48
IT Business Analyst	Hourly	\$42.75 - \$60.40
IT Director	Bi-Weekly	\$5,696.80 - \$9,760.00
IT Operations Manager	Bi-Weekly	\$5,368.00 - \$7,247.20
IT Specialist I	Hourly	\$30.00 - \$42.39
IT Specialist II	Hourly	\$36.17 - \$52.00
IT Support Manager	Bi-Weekly	\$5,234.40 - \$7,066.40
IT Lead Training	Hourly	\$31.38 - \$44.32
Judicial/Forensics Specialist	Hourly	\$30.96 - \$43.74
Lead IT Specialist	Hourly	\$42.75 - \$60.40
Lead Training Consumer Services Coordinator	Hourly	\$33.05 - \$46.71
LGBTQ+ Specialist	Hourly	\$28.91 - \$40.86
Medical Services Manager	Bi-Weekly	\$7,478.40 - \$11,360.00
Nurse Consultant - LVN	Hourly	\$37.55 - \$53.05
Nurse Consultant - RN	Hourly	\$42.12 - \$59.52
Nursing Services Supervisor	Bi-Weekly	\$4,723.20 - \$6,376.00
Office Assistant I	Hourly	\$20.45 - \$29.17
Office Assistant II	Hourly	\$20.99 - \$29.70

¹Bi-Weekly Salary Ranges for exempt personnel divided by eighty (80) standard bi-weekly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
 NORTH LOS ANGELES COUNTY REGIONAL CENTER
 EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant III	Hourly	\$22.45 - \$31.73
Office Services Assistant	Hourly	\$28.06 - \$39.65
Operations Accounting Supervisor	Bi-Weekly	\$3,704.00 - \$5,000.80
Outreach Language Specialist – Armenian, Farsi, Tagalog	Hourly	\$30.96 - \$43.74
Parent and Family Support Specialist	Hourly	\$28.91 - \$40.86
Participant Choice Specialist	Hourly	\$30.96 - \$43.74
Payroll Specialist	Hourly	\$31.38 - \$44.32
Placement Specialist	Hourly	\$28.91 - \$40.86
Psychologist, Ph.D.	Hourly	\$45.33 - \$65.05
Psychological and Intake Manager	Bi-Weekly	\$5,823.20 - \$7,861.60
Psychological Services Supervisor	Bi-Weekly	\$5,082.40 - \$6,861.60
Public Information Manager	Bi-Weekly	\$4,379.20 - \$5,911.20
Public Information Legislative Specialist	Hourly	\$32.95 - \$46.96
Public Information Specialist	Hourly	\$28.91 - \$40.86
Public Information Supervisor	Bi-Weekly	\$3,240.80 - \$4,375.20
Quality Improvement and Outcomes Manager	Bi-Weekly	\$4,076.00 - \$6,100.00
Records and Document Management Supervisor	Bi-Weekly	\$3,240.80 - \$4,375.20
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$28.91 - \$40.86
Resource Development Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Supervisor	Bi-Weekly	\$3,240.80 - \$4,375.20
Senior Application and Project Manager	Bi-Weekly	\$4,446.40 - \$5,608.80
Senior Contract and Privacy Specialist	Hourly	\$32.95 - \$46.55
Senior Clinical Psychological Specialist	Hourly	\$50.83 - \$68.62
Senior Manager, Facilities Service and Records Management	Bi-Weekly	\$5,000.00 - \$6,177.60
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$31.37 - \$44.32
Systems Administrator	Hourly	\$54.76 - \$77.38
Technology Utilization Specialist	Hourly	\$36.17 - \$51.10
Training and Development Supervisor	Bi-Weekly	\$3,390.40 - \$4,576.80
Training Specialist I	Hourly	\$31.38 - \$44.32
Training Specialist II	Hourly	\$33.38 - \$47.17

¹Bi-Weekly Salary Ranges for exempt personnel divided by eighty (80) standard bi-weekly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
 NORTH LOS ANGELES COUNTY REGIONAL CENTER
 EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Transfer Coordinator	Hourly	\$20.45 - \$28.88
Vendor Coordinator	Hourly	\$20.45 - \$28.88
Workforce & Employment Specialist	Hourly	\$28.91 - \$40.86

¹Bi-Weekly Salary Ranges for exempt personnel divided by eighty (80) standard bi-weekly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

North Los Angeles County Regional Center

FY 2023/2024

Quarterly Human Resources Report

Quarter FY 23/24	Hold	New Hires	Promotions	Separations	Turnover Rate
1st Quarter	74	38	17	40	6.18%
2nd Quarter	66	34	13	31	4.81%
3rd Quarter	76	43	19	26	4.01%
4th Quarter	54	87	8	20	2.92%

Total	54	202	57	117	17.82%
--------------	-----------	------------	-----------	------------	---------------

Quarter FY 23/24	Separation Reasons	Totals
Jul - Sep	Retire	3
	School	0
	Relocation	1
	Personal	17
	Other	19
Oct - Dec	Retire	6
	School	0
	Relocation	2
	Personal	19
	Other	4
Jan - Mar	Retire	2
	School	0
	Relocation	2
	Personal	12
	Other	10
Apr - Jun	Retire	2
	School	0
	Relocation	0
	Personal	13
	Other	5

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled as of 4/30/24	FY23/24 Authorized Positions	% Filled	New Hires Started in the month	Separations in the Month	Apr '24 - Turnover Rate
All Locations	67	56	56	179	75	683	937	72.89%	29	10	1.46%
SFV	41	34	45	120	44	473	637	74.25%	19	7	
AV	23	13	8	44	29	142	215	66.05%	6	2	
SCV	3	9	3	15	2	68	85	80.00%	4	1	

CSC Vacancies 67

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	469	CSC SPECIALIST - SPEC	ADULT 3 - CPP	4/8/2022
AV	336	CSC	AV EARLY START	11/21/2022
SFV	440	CSC	ADULT 8	12/5/2022
SFV	296	CSC	TRANSITION 1	1/6/2023
AV	77	CSC	AV ADULT 1	2/8/2023
SFV	174	CSC	ADULT 2	2/22/2023
SFV	167	CSC	ADULT 5	3/14/2023
AV	426	CSC	AV EARLY START 2	3/17/2023
SFV	421	CSC	EARLY START 3	3/29/2023
SCV	98	CSC	SCV TRANSITION	4/10/2023
AV	72	CSC	AV ADULT 1	4/12/2023
AV	396	CSC	AV ADULT 1	4/21/2023
AV	84	CSC	AV ADULT 1	4/27/2023
AV	586	CSC	AV SCHOOL AGE 1	5/1/2023
SFV	172	CSC	ADULT 6	5/5/2023
AV	537	CSC	AV SCHOOL AGE 2	6/5/2023
SFV	458	CSC	EARLY START 3	6/20/2023
SFV	209	CSC	ADULT 7	6/22/2023
SFV	575	CSC SPECIALIST - SPEC	ADULT 3 - CPP	6/30/2023
SFV	30	OFFICER OF THE DAY	OD (FORM ADULT 5)	7/10/2023
AV	572	CSC	AV TRANSITION 2	7/19/2023
AV	24	OFFICER OF THE DAY	AV/OD FL	7/31/2023
SFV	117	CSC	EARLY START 4	8/17/2023
SFV	240	CSC	EARLY START 4	8/18/2023
AV	88	CSC	AV ADULT 1	8/28/2023
AV	254	CSC	AV ADULT 1	8/28/2023
SFV	244	CSC	ADULT 8	9/11/2023
SCV	116	CSC	SCV EARLY START	9/22/2023
SFV	360	CSC	SCHOOL AGE 8	9/25/2023
SFV	115	CSC	EARLY START 2	9/29/2023
SFV	107	CSC	EARLY START 4	10/9/2023
SFV	142	CSC	TRANSITION 2	10/9/2023
SFV	184	CSC	ADULT 4	10/9/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	291	CSC	SCHOOL AGE 7	10/23/2023
SFV	233	CSC	SCHOOL AGE 5	11/6/2023
SFV	176	CSC	ADULT 5	11/20/2023
SFV	195	CSC	ADULT 2	11/20/2023
SFV	208	CSC	ADULT 7	11/20/2023
SFV	211	CSC	ADULT 7	11/20/2023
AV	406	CSC	AV TRANSITION 1	12/4/2023
SFV	109	CSC	EARLY START 7	12/4/2023
SFV	250	CSC	ADULT 5	12/4/2023
AV	568	FLOATER SPECIALIST	AV/OD FL	12/14/2023
SFV	171	CSC	ADULT 6	12/15/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
SFV	247	CSC	ADULT 4	1/3/2024
SFV	156	CSC BILINGUAL	SCHOOL AGE 8	1/29/2024
AV	89	CSC	AV EARLY START 2	1/30/2024
SFV	284	CSC	SCHOOL AGE 5	2/9/2024
SFV	300	CSC BILINGUAL	SCHOOL AGE 6	2/15/2024
AV	86	CSC	AV TRANSITION 1	2/26/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC	SCHOOL AGE 4	3/8/2024
SFV	60	CSC - INTAKE	CLIN SERVICES - INTAKE	3/11/2024
SFV	140	CSC	SCHOOL AGE 7	3/14/2024
SFV	375	CSC BILINGUAL	EARLY START 2	3/14/2024
AV	481	CSC	AV ADULT 2	3/21/2024
AV	279	CSC BILINGUAL	AV TRANSITION 2	4/3/2024
SFV	56	CSC	ADULT 7	4/8/2024
SFV	339	CSC	ADULT 6	4/8/2024
SFV	210	CSC BILINGUAL	ADULT 6	4/10/2024
SFV	91	CSC	ADULT 5	4/19/2024
AV	574	CSC SPECIALIST - SPEC	ADULT 3 - CPP	4/22/2024
SCV	258	CSC	SCV TRANSITION	4/22/2024

CSC Growth Positions 56

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	552	CSC	EARLY START 1	1/4/2023
SCV	784	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	786	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	788	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	734	CSC	ADULT 9	2/16/2023
SFV	735	CSC	ADULT 9	2/16/2023
SFV	740	CSC	TRANSITION 4	2/16/2023
SFV	741	CSC	TRANSITION 4	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	746	CSC	TRANSITION 4	2/16/2023
SFV	796	CSC	ADULT 10	2/16/2023
SFV	805	CSC	ADULT 11	2/16/2023
AV	779	CSC	AV SCHOOL AGE 3	4/20/2023
AV	851	CSC	AV EARLY START	4/24/2023
SCV	234	CSC	SCV EARLY START	5/15/2023
AV	780	CSC	AV SCHOOL AGE 3	6/26/2023
AV	853	CSC	AV EARLY START 3	6/26/2023
SFV	836	CSC	EARLY START - INTAKE	6/26/2023
SFV	800	CSC	ADULT 10	6/27/2023
SFV	801	CSC	ADULT 10	6/27/2023
SFV	814	CSC	EARLY START 1	6/27/2023
SFV	816	CSC	EARLY START 6	6/27/2023
SFV	819	CSC	EARLY START 6	6/27/2023
SFV	820	CSC	EARLY START 6	6/27/2023
SFV	823	CSC	EARLY START 3	6/27/2023
SFV	824	CSC	EARLY START 3	6/27/2023
SFV	825	CSC	EARLY START 4	6/27/2023
SFV	830	CSC	EARLY START 7	6/27/2023
AV	27	OFFICER OF THE DAY	AV/OD FL	7/3/2023
SFV	813	CSC	EARLY START 2	7/3/2023
AV	781	CSC	AV SCHOOL AGE 3	7/31/2023
AV	875	FLOATER SPECIALIST	AV EARLY START 3	7/31/2023
SFV	866	FLOATER SPEC - OD	CASE MANAGEMENT	7/31/2023
SFV	874	FLOATER SPECIALIST	EARLY START 7	7/31/2023
SFV	37	OFFICER OF THE DAY	OD (FORMERLY TRANS 2)	8/31/2023
SFV	758	CSC	SCHOOL AGE 9	11/8/2023
SFV	564	FLOATER SPECIALIST	TRANSITION 1	12/4/2023
AV	606	CSC	AV ADULT 2	12/4/2023
SCV	712	CSC - INTAKE	SCV EARLY START INTAKE	12/4/2023
SFV	812	CSC	EARLY START 6	1/5/2024
SCV	842	CSC	SCV EARLY START 2	1/19/2024
SFV	658	CSC	ADULT 1	1/29/2024
SCV	539	CSC	SCV ADULT	1/31/2024
SFV	751	CSC BILINGUAL	SCHOOL AGE 9	2/1/2024
AV	934	CSC	AV TRANSITION 3	3/1/2024
AV	935	CSC	AV TRANSITION 3	3/1/2024
AV	939	CSC	AV TRANSITION 3	3/1/2024
AV	940	CSC	AV TRANSITION 3	3/1/2024
SFV	689	CSC	CLINICAL SERVICES - INTAKE	3/25/2024
SFV	808	CSC	ADULT 11	4/11/2024
SFV	529	CSC	SCHOOL AGE 8	4/12/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
SFV	809	CSC	ADULT 11	4/26/2024
AV	850	CSC	AV EARLY START	4/29/2024

FY23/24 Authorized Positions	Positions Added Based on FY 23/24 Growth
937	67

Open Other Position

56

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
SFV	624	PSYCHOLOGICAL SERVICES SUP	CLINICAL SERVICES - PSYCHOLOGICAL	9/4/2022
SFV	40	COMM SERV SPECIALIST - QA/CPP	COMMUNITY SERVICES 2	2/13/2023
SFV	319	PUBLIC INFORMATION MANAGER	PUBLIC INFORMATION	5/9/2023
AV	882	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	883	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	884	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	885	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	890	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SCV	876	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE/TRANSITION/ADULT	7/11/2023
SCV	877	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE/TRANSITION/ADULT	7/11/2023
SFV	879	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	886	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
SFV	888	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
SFV	889	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	897	OFFICE ASSISTANT II	ACCOUNTING	7/17/2023
SFV	904	IT TRAINING SPECIALIST II	INFORMATION TECHNOLOGY	7/31/2023
SFV	127	OFFICE ASSISTANT II	FACILITIES	8/18/2023
AV	367	CONSUMER SERVICES SUPERVISOR	AV ADULT 1	8/28/2023
AV	873	CONSUMER SERVICES SUPERVISOR	AV ADULT 4	9/11/2023
SFV	492	OFFICE ASSISTANT II	FACILITIES	9/19/2023
SFV	442	AUTISM CLINICAL SVCS SPECIALIST	CLINICAL SERVICES - BEHAVIORAL	9/25/2023
SFV	569	HUMAN RESOURCES SPECIALIST I	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERVICES SPEC - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	864	COMM SERVICES SPEC - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	924	DUE PROCESS OFFICER	CONTRACT ADMINISTRATION 1	10/5/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES 1	10/5/2023
SFV	42	RESOURCE DEVELOPMENT SPECIALIST	COMMUNITY SERVICES 1	10/23/2023
SFV	578	ADMINISTRATIVE ASSISTANT	ACCOUNTING - ADMINISTRATION	10/27/2023
SFV	532	DEIB SUPERVISOR	CONSUMER SERVICES 2	11/27/2023
SFV	443	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	11/30/2023
SFV	54	PSYCHOLOGICAL SERVICES SUP	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	544	PSYCHOLOGICAL SERVICES SUP	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - AUDITS & REVENUE	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SFV	928	HUMAN RESOURCES DIRECTOR	EXECUTIVE ADMINISTRATION	1/8/2024
SFV	680	WORKFORCE & EMPLOYMENT SPEC	COMMUNITY SERVICES	1/15/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	2/1/2024
SFV	930	RET ANNUITANT - SPECIAL PROJ SPEC	ACCOUNTING - ADMINISTRATION	2/1/2024
SFV	232	FACILITIES SERVICES MANAGER	FACILITIES	2/12/2024
SFV	242	HUMAN RESOURCES SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	386	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	2/12/2024
SFV	560	TRAINING SPECIALIST	TRAINING & INFORMATION	2/26/2024
SFV	50	VENDOR COORDINATOR	COMMUNITY SERVICES	3/5/2024
SFV	623	OFFICE ASSISTANT II	SCHOOL AGE EARLY START PROV	3/11/2024
SFV	646	ACCOUNTING SPECIALIST	ACCOUNTING - ACCOUNTS PAYABLE 1	3/11/2024
SFV	376	ACCOUNTING SPECIALIST	ACCOUNTING - ACCOUNTS PAYABLE 1	3/11/2024
SFV	921	ACCOUNTING SPECIALIST	ACCOUNTING	3/12/2024
SFV	739	CONSUMER SERVICES SUPERVISOR	TRANSITION 4	3/15/2024
SFV	945	BEHAVIORAL CONSULTANT	CLINICAL SERVICES - BEHAVIORAL	3/27/2024
SFV	946	SYSTEMS OF CARE SPECIALIST	CASE MANAGEMENT	3/27/2024
SFV	947	SR. APPS AND PROJECT MANAGER	INFORMATION TECHNOLOGY	4/1/2024
SCV	403	OFFICE ASSISTANT II	RECS & DOC MANAGEMENT	4/8/2024
SFV	377	ACCOUNTING SPECIALIST	ACCOUNTING - ACCOUNTS PAYABLE 1	4/8/2024
SFV	4	CHIEF HUMAN RESOURCES OFFICER	HUMAN RESOURCES	4/16/2024
SFV	451	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	4/22/2024
SFV	893	ACCOUNTING SPECIALIST SR	ACCOUNTING	4/29/2024

Positions on Hold

75

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
AV	305	FAMILY ADVOCATE	AV - PUBLIC INFO & TRAINING	2/28/2022
SFV	25	TECHNICAL SUPPORT ENGINEER	INFORMATION TECHNOLOGY	4/25/2022
SFV	398	PSYCHOLOGIST	CLINICAL SERVICES	7/25/2022
SFV	701	LEAD RISK ASSESSMENT SPECIALIST	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPECIALIST	ADMIN - CONSUMER SERVICES	12/22/2022
AV	777	CSC	AV SCHOOL AGE 3	2/16/2023
AV	847	CSC	AV EARLY START 3	2/16/2023
AV	848	CSC	AV EARLY START 3	2/16/2023
AV	849	CSC	AV EARLY START 3	2/16/2023
AV	854	CSC	AV EARLY START 3	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SFV	731	CSC	ADULT 9	2/16/2023
SFV	732	CSC	ADULT 9	2/16/2023
SFV	736	CSC	ADULT 9	2/16/2023
SFV	737	CSC	ADULT 9	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	744	CSC	TRANSITION 4	2/16/2023
SFV	747	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	749	CSC	TRANSITION 4	2/16/2023
SFV	754	CSC	SCHOOL AGE 9	2/16/2023
SFV	755	CSC	SCHOOL AGE 9	2/16/2023
SFV	759	CSC	SCHOOL AGE 9	2/16/2023
SFV	762	CSC	ADULT 9	2/16/2023
SFV	769	CSC	TRANSITION 4	2/16/2023
SFV	790	CSC	ADULT 10	2/16/2023
SFV	791	CSC	ADULT 10	2/16/2023
SFV	792	CSC	ADULT 10	2/16/2023
SFV	793	CSC	ADULT 10	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	798	CSC	ADULT 10	2/16/2023
SFV	799	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 11	2/16/2023
SFV	810	CSC	ADULT 11	2/16/2023
SFV	821	CSC	EARLY START 6	2/16/2023
SFV	829	CSC	EARLY START 7	2/16/2023
SFV	831	CSC	EARLY START 7	2/16/2023
SFV	832	CSC	EARLY START 7	2/16/2023
SFV	742	CSC	TRANSITION 4	2/17/2023
AV	858	CSC	SA - PROVISIONAL ELIG	4/1/2023
AV	859	CSC	SA - PROVISIONAL ELIG	4/1/2023
SCV	857	CSC	SA - PROVISIONAL ELIG	4/1/2023
SFV	856	CSC	SA - PROVISIONAL ELIG	4/1/2023
SFV	860	CSC	ADULT 11	6/23/2023
SFV	861	CSC	ADULT 11	6/23/2023
SFV	862	CSC	ADULT 11	6/23/2023
AV	775	CSC	AV SCHOOL AGE 2	6/26/2023
SFV	721	EXECUTIVE ADMIN ASSISTANT	INFORMATION TECHNOLOGY	7/7/2023
AV	773	CSC	AV SCHOOL AGE 3	7/20/2023
SFV	362	OFFICE ASSISTANT III	RECS & DOC MANAGEMENT	8/23/2023
AV	907	CSC	AV ADULT 4	9/11/2023
AV	909	CSC	AV ADULT 4	9/11/2023
AV	915	CSC	AV ADULT 4	9/11/2023
AV	908	CSC	AV ADULT 4	9/11/2023
AV	910	CSC	AV ADULT 4	9/11/2023
AV	911	CSC	AV ADULT 4	9/11/2023
AV	912	CSC	AV ADULT 4	9/11/2023
AV	913	CSC	AV ADULT 4	9/11/2023
AV	914	CSC	AV ADULT 4	9/11/2023
AV	916	CSC	AV ADULT 4	9/11/2023
AV	917	CSC	AV ADULT 4	9/11/2023
SFV	920	OUTREACH LANGUAGE SPECIALIST	CONSUMER SERVICES 2	9/11/2023
SFV	918	JUDICIAL/FORENSICS SPECIALIST	ADULT 3 - CPP	9/11/2023
SFV	604	EXECUTIVE ADMIN ASSISTANT	ADMINISTRATION - EXECUTIVE	10/20/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
SFV	468	IT SPECIALIST II	INFORMATION TECHNOLOGY	1/15/2024
AV	936	CSC	AV TRANSITION 3	3/1/2024
AV	937	CSC	AV TRANSITION 3	3/1/2024
AV	938	CSC	AV TRANSITION 3	3/1/2024
AV	941	CSC	AV TRANSITION 3	3/1/2024
AV	942	CSC	AV TRANSITION 3	3/1/2024
AV	943	CSC	AV TRANSITION 3	3/1/2024
AV	944	CSC	AV TRANSITION 3	3/1/2024

New Hires Started in the month

29

Location	Pos #	Position	Hire Date
AV	846	CSC	4/8/2024
SFV	870	INTAKE ASSOCIATE	4/8/2024
SFV	383	ACCOUNTING SPECIALIST	4/8/2024
AV	771	CSC	4/8/2024
SFV	429	CSC	4/8/2024
AV	357	CSC	4/8/2024
SFV	261	CSC	4/8/2024
SFV	634	OFFICE ASSISTANT II	4/8/2024
AV	275	CSC	4/8/2024
SCV	96	OFFICE ASSISTANT II	4/8/2024
SFV	450	CSC	4/8/2024
SFV	390	CSC	4/8/2024
SFV	351	CSC	4/8/2024
SFV	119	CSC	4/8/2024
SFV	456	CSC	4/8/2024
SFV	818	CSC	4/8/2024
SCV	588	CSC	4/8/2024
SFV	729	CSC	4/8/2024
SFV	770	CSC	4/8/2024
SFV	414	CSC	4/8/2024
SFV	803	CSC	4/8/2024
AV	466	CSC	4/8/2024
SCV	100	CSC	4/22/2024
SFV	708	IDEA SPECIALIST	4/22/2024
SFV	348	CSC	4/22/2024
AV	253	CSC	4/22/2024
SFV	718	EXECUTIVE ADMIN ASSISTANT	4/22/2024
SCV	785	CSC	4/22/2024
SFV	366	ADMINISTRATIVE ASSISTANT	4/22/2024

Separations in the Month

10

Location	Pos #	Position	Separation Reason	Term Month
SFV	210	CSC BILINGUAL	PERSONAL	4/10/2024
SCV	841	CSC	PERSONAL	4/24/2024
SFV	529	CSC	PERSONAL	4/16/2024
AV	279	CSC BILINGUAL	PERSONAL	4/3/2024
SFV	4	CHIEF HR OFFICER	PERSONAL	4/19/2024
SFV	808	CSC	PERSONAL	4/11/2024
SFV	91	CSC	PERSONAL	4/19/2024
SFV	809	CSC	PERSONAL	4/26/2024
AV	850	CSC	PERSONAL	4/29/2024
SFV	893	ACCOUNTING SPECIALIST SR	PERSONAL	4/30/2024

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled as of 5/31/24	FY23/24 Authorized Positions	% Filled	New Hires Started in the month	Separations in the Month	May '24 - Turnover Rate
All Locations	74	47	50	171	61	714	946	75.48%	34	6	0.84%
SFV	45	34	39	118	33	495	646	76.63%	28	6	
AV	25	9	8	42	26	147	215	68.37%	3	0	
SCV	4	4	3	11	2	72	85	84.71%	3	0	

CSC Vacancies 74

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
AV	336	CSC	AV EARLY START	11/21/2022
SFV	440	CSC	ADULT 8	12/5/2022
SFV	296	CSC	TRANSITION 1	1/6/2023
SFV	174	CSC	ADULT 2	2/22/2023
SCV	98	CSC	SCV TRANSITION	4/10/2023
AV	72	CSC	AV ADULT 1	4/12/2023
AV	396	CSC	AV ADULT 1	4/21/2023
AV	84	CSC	AV ADULT 1	4/27/2023
SFV	172	CSC	ADULT 6	5/5/2023
AV	537	SERVCS - MW	AV SCHOOL AGE 2	6/5/2023
SFV	458	CSC	EARLY START 3	6/20/2023
SFV	209	CSC	ADULT 7	6/22/2023
SFV	575	CSC SPECIALIST - SPEC	ADULT 3 - CPP	6/30/2023
SFV	30	OD SPECIALIST	OD (FORM ADULT 5)	7/10/2023
AV	24	OD SPECIALIST	AV/OD FL	7/31/2023
SFV	117	CSC	EARLY START 4	8/17/2023
SFV	240	CSC	EARLY START 4	8/18/2023
AV	88	CSC	AV ADULT 1	8/28/2023
AV	254	CSC	AV ADULT 1	8/28/2023
SFV	243	CSC	ADULT 5	9/10/2023
SFV	244	CSC	ADULT 8	9/11/2023
SCV	116	CSC	SCV EARLY START	9/22/2023
SFV	115	CSC	EARLY START 2	9/29/2023
SFV	107	CSC	EARLY START 4	10/9/2023
SFV	142	CSC	TRANSITION 2	10/9/2023
SFV	184	CSC	ADULT 4	10/9/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	291	CSC	SCHOOL AGE 7	10/23/2023
SFV	233	CSC	SCHOOL AGE 5	11/6/2023
SFV	176	CSC	ADULT 5	11/20/2023
SFV	195	CSC	ADULT 2	11/20/2023
SFV	211	CSC	ADULT 7	11/20/2023
SFV	109	CSC	EARLY START 7	12/4/2023
AV	568	FLOATER SPECIALIST	AV/OD FL	12/14/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
SFV	247	CSC	ADULT 4	1/3/2024
SFV	156	CSC BILINGUAL	SCHOOL AGE 8	1/29/2024
AV	89	CSC	AV EARLY START 2	1/30/2024
SFV	284	CSC	SCHOOL AGE 5	2/9/2024
SFV	300	CSC BILINGUAL	SCHOOL AGE 6	2/15/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC - MW	SCHOOL AGE 4	3/8/2024
SFV	140	CSC	SCHOOL AGE 7	3/14/2024
SFV	375	CSC BILINGUAL	EARLY START 2	3/14/2024
AV	481	CSC	AV ADULT 2	3/21/2024
AV	279	CSC BILINGUAL	AV TRANSITION 2	4/3/2024
SFV	339	CSC	ADULT 6	4/8/2024
SFV	210	CSC BILINGUAL	ADULT 6	4/10/2024
SFV	91	CSC	ADULT 5	4/19/2024
AV	574	CSC SPECIALIST - SPEC	ADULT 3 - CPP	4/22/2024
SCV	258	CSC	SCV TRANSITION	4/22/2024
SFV	338	CSC BILINGUAL	EARLY START 3	5/3/2024
SFV	190	CSC	ADULT 6	5/6/2024
SFV	272	CSC BILINGUAL	ADULT 4	5/6/2024
SFV	496	CSC	EARLY START 1	5/6/2024
SFV	591	CSC	ADULT 4	5/10/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC BILINGUAL	AV TRANSITION 2	5/20/2024
AV	316	CSC	AV TRANSITION 1	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
AV	587	CSC	AV SCHOOL AGE 1	5/20/2024
SCV	437	CSC	SCV SCHOOL AGE 2	5/20/2024
SFV	179	CSC	ADULT 7	5/20/2024
SFV	181	CSC BILINGUAL	ADULT 2	5/20/2024
SFV	189	CSC BILINGUAL	ADULT 1	5/20/2024
SFV	266	CSC BILINGUAL	SCHOOL AGE 5	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC BILINGUAL - MW	ADULT 8	5/20/2024
SFV	155	CSC	TRANSITION 2	5/28/2024

CSC Growth Positions 47

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SCV	786	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	740	CSC	TRANSITION 4	2/16/2023
SFV	741	CSC	TRANSITION 4	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	746	CSC	TRANSITION 4	2/16/2023
SFV	790	CSC	ADULT 10	2/16/2023
SFV	805	CSC	ADULT 11	2/16/2023
SFV	827	CSC	EARLY START 7	2/16/2023
SFV	836	CSC	EARLY START - INTAKE	2/16/2023
AV	779	CSC	AV SCHOOL AGE 3	4/20/2023
AV	851	CSC	AV EARLY START	4/24/2023
SFV	814	CSC	EARLY START 1	6/27/2023
SFV	816	CSC	EARLY START 6	6/27/2023
SFV	819	CSC	EARLY START 6	6/27/2023
SFV	820	CSC	EARLY START 6	6/27/2023
SFV	823	CSC	EARLY START 3	6/27/2023
SFV	824	CSC	EARLY START 3	6/27/2023
SFV	830	CSC	EARLY START 7	6/27/2023
AV	27	OD SPECIALIST	AV/OD FL	7/3/2023
SFV	813	CSC	EARLY START 2	7/3/2023
AV	875	FLOATER SPECIALIST	AV EARLY START 3	7/31/2023
SFV	866	FLOATER SPEC - OD UNIT	CASE MANAGEMENT	7/31/2023
SFV	874	FLOATER SPECIALIST	EARLY START 7	7/31/2023
SFV	37	OD SPECIALIST	OD (FORM TRANSITION 2)	8/31/2023
AV	606	CSC	AV ADULT 2	12/4/2023
SCV	712	CSC - INTAKE	SCV EARLY START INTAKE	12/4/2023
SFV	564	FLOATER SPECIALIST	TRANSITION 1	12/4/2023
SFV	812	CSC	EARLY START 6	1/5/2024
SFV	751	CSC BILINGUAL	SCHOOL AGE 9	2/1/2024
SFV	689	CSC - INTAKE	CLINICAL SERVICES - INTAKE	3/25/2024
SFV	808	CSC	ADULT 11	4/11/2024
SFV	529	CSC - MW	SCHOOL AGE 8	4/12/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
SFV	809	CSC	ADULT 11	4/26/2024
AV	850	CSC	AV EARLY START	4/29/2024
SFV	949	CSC	SCHOOL AGE 10	5/7/2024
SFV	950	CSC	SCHOOL AGE 10	5/7/2024
SFV	951	CSC	SCHOOL AGE 10	5/7/2024
SFV	952	CSC	SCHOOL AGE 10	5/7/2024
SFV	953	CSC	SCHOOL AGE 10	5/7/2024
SFV	954	CSC	SCHOOL AGE 10	5/7/2024
SFV	955	CSC	SCHOOL AGE 10	5/7/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
AV	774	CSC	AV SCHOOL AGE 1	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024

FY23/24 Authorized Positions	Positions Added Based on FY 23/24 Growth
946	0

Open Other Positions:

50

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
SFV	624	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	9/4/2022
SFV	40	COMM SERVICES SPECIALIST - QA/CPP	COMMUNITY SERVICES 2	2/13/2023
SFV	319	PUBLIC INFORMATION MANAGER	PUBLIC INFORMATION	5/9/2023
AV	882	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
AV	883	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
AV	884	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	885	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	890	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SCV	876	LEAD SERVICE COORDINATOR TRAINER	TRANSITION/ADULT	7/11/2023
SCV	877	LEAD SERVICE COORDINATOR TRAINER	EARLY START/SCHOOL AGE	7/11/2023
SFV	879	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	886	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
SFV	888	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
SFV	889	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	904	IT TRAINING SPECIALIST II	INFORMATION TECHNOLOGY	7/31/2023
SFV	127	OFFICE ASSISTANT II	FACILITIES	8/18/2023
AV	367	CONSUMER SERVICES SUPERVISOR	AV ADULT 1	8/28/2023
AV	873	CONSUMER SERVICES SUPERVISOR	AV ADULT 4	9/11/2023
SFV	442	AUTISM CLINICAL SVCS SPECIALIST	CLINICAL SERVICES - BEHAVIORAL	9/25/2023
SFV	569	HUMAN RESOURCES SPECIALIST I	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERVICES SPEC - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	864	COMM SERVICES SPEC - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES 1	10/5/2023
SFV	42	RESOURCE DEVELOPMENT SPECIALIST	COMMUNITY SERVICES 1	10/23/2023
SFV	532	DEIB SUPERVISOR	CONSUMER SERVICES 2	11/27/2023
SFV	54	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	544	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - AUDITS & REVENUE	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SFV	680	WORKFORCE AND EMPLOYMENT SPEC	COMMUNITY SERVICES	1/15/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	2/1/2024
SFV	930	RET ANNUITANT - SPEC PROJ SPECIALIST	ACCOUNTING - ADMINISTRATION	2/1/2024
SFV	232	FACILITIES SERVICES MANAGER	FACILITIES	2/12/2024
SFV	242	HUMAN RESOURCES SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	560	TRAINING SPECIALIST	TRAINING & INFORMATION	2/26/2024
SFV	50	VENDOR COORDINATOR	COMMUNITY SERVICES	3/5/2024
SFV	623	OFFICE ASSISTANT II	SCHOOL AGE EARLY START PROV	3/11/2024
SFV	921	ACCOUNTING SPECIALIST	ACCOUNTING	3/12/2024
SFV	739	CONSUMER SERVICES SUPERVISOR	TRANSITION 4	3/15/2024
SFV	945	BEHAVIORAL CONSULTANT	CLINICAL SERVICES - BEHAVIORAL	3/27/2024
SFV	946	SYSTEMS OF CARE SPECIALIST	CASE MANAGEMENT	3/27/2024
SCV	403	OFFICE ASSISTANT II	RECS & DOC MANAGEMENT	4/8/2024
SFV	4	CHIEF HUMAN RESOURCES OFFICER	HUMAN RESOURCES	4/16/2024
SFV	451	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	4/22/2024
SFV	893	ACCOUNTING SPECIALIST SR	ACCOUNTING	4/29/2024
SFV	947	SR. APPLICATIONS AND PROJ MANAGER	INFORMATION TECHNOLOGY	5/7/2024
SFV	948	CONSUMER SERVICES SUPERVISOR	SCHOOL AGE 10	5/7/2024
SFV	628	IT SPECIALIST I	INFORMATION TECHNOLOGY	5/10/2024
SFV	956	PAYROLL ACCOUNTANT	ACCOUNTING - ADMINISTRATION	5/15/2024
SFV	692	CHIEF INFORMATION OFFICER	ADMINISTRATION - EXECUTIVE	5/26/2024

Positions on Hold

61

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
AV	305	FAMILY ADVOCATE	AV - PUBLIC INFO & TRAINING	2/28/2022
SFV	25	TECHNICAL SUPPORT ENGINEER	INFORMATION TECHNOLOGY	4/25/2022
SFV	701	LEAD RISK ASSESSMENT SPECIALIST	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPECIALIST	ADMINISTRATION - CONS SERV	12/22/2022
AV	777	CSC	AV SCHOOL AGE 3	2/16/2023
AV	847	CSC	AV EARLY START 3	2/16/2023
AV	848	CSC	AV EARLY START 3	2/16/2023
AV	849	CSC	AV EARLY START 3	2/16/2023
AV	854	CSC	AV EARLY START 3	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SFV	737	CSC	ADULT 9	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	744	CSC	TRANSITION 4	2/16/2023
SFV	747	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	749	CSC	TRANSITION 4	2/16/2023
SFV	755	CSC	SCHOOL AGE 9	2/16/2023
SFV	759	CSC	SCHOOL AGE 9	2/16/2023
SFV	762	CSC	ADULT 9	2/16/2023
SFV	769	CSC	TRANSITION 4	2/16/2023
SFV	791	CSC	ADULT 10	2/16/2023
SFV	793	CSC	ADULT 10	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 11	2/16/2023
SFV	810	CSC	ADULT 11	2/16/2023
SFV	821	CSC	EARLY START 6	2/16/2023
SFV	831	CSC	EARLY START 7	2/16/2023
SFV	832	CSC	EARLY START 7	2/16/2023
SFV	742	CSC	TRANSITION 4	2/17/2023
AV	858	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
AV	859	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SCV	857	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SFV	856	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SFV	861	CSC	ADULT 11	6/23/2023
SFV	862	CSC	ADULT 11	6/23/2023
AV	775	CSC	AV SCHOOL AGE 2	6/26/2023
SFV	721	EX ADMIN ASSISTANT	INFORMATION TECHNOLOGY	7/7/2023
AV	773	CSC	AV SCHOOL AGE 3	7/20/2023
SFV	362	OFFICE ASSISTANT III	RECS & DOC MANAGEMENT	8/23/2023
AV	907	CSC	AV ADULT 4	9/11/2023
AV	909	CSC	AV ADULT 4	9/11/2023
AV	915	CSC	AV ADULT 4	9/11/2023
SFV	920	OUTREACH LANGUAGE SPECIALIST	CONSUMER SERVICES 2	9/11/2023
AV	908	CSC	AV ADULT 4	9/11/2023
AV	910	CSC	AV ADULT 4	9/11/2023
AV	911	CSC	AV ADULT 4	9/11/2023
AV	912	CSC	AV ADULT 4	9/11/2023
AV	913	CSC	AV ADULT 4	9/11/2023
AV	914	CSC	AV ADULT 4	9/11/2023
AV	916	CSC	AV ADULT 4	9/11/2023
AV	917	CSC	AV ADULT 4	9/11/2023
SFV	918	JUDICIAL/FORENSICS SPECIALIST	ADULT 3 - CPP	9/11/2023
SFV	604	EXEC ADMIN ASSISTANT	ADMINISTRATION - EXECUTIVE	10/20/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
SFV	468	IT SPECIALIST II	INFORMATION TECHNOLOGY	1/15/2024
AV	937	CSC	AV TRANSITION 3	3/1/2024
AV	938	CSC	AV TRANSITION 3	3/1/2024
AV	943	CSC	AV TRANSITION 3	3/1/2024
AV	944	CSC	AV TRANSITION 3	3/1/2024

New Hires Started in the month

34

Location	Pos #	Position	Hire Date
SFV	860	CSC	5/6/2024
SCV	842	CSC	5/6/2024
SFV	443	ACCOUNTING SPECIALIST	5/6/2024
SFV	758	CSC	5/6/2024
SFV	167	CSC	5/6/2024
SFV	77	CSC	5/6/2024
SFV	928	DIRECTOR OF HR	5/6/2024
SFV	360	CSC	5/6/2024
SFV	796	CSC	5/6/2024
SFV	578	ADMINISTRATIVE ASSISTANT	5/6/2024
SFV	897	OFFICE ASSISTANT II	5/6/2024
AV	853	CSC	5/6/2024
AV	572	CSC	5/6/2024
SFV	754	CSC	5/6/2024
SFV	250	CSC	5/6/2024
SFV	386	ACCOUNTING SPECIALIST	5/6/2024
SFV	658	CSC	5/6/2024
SFV	469	CSC	5/20/2024
SFV	208	CSC	5/20/2024
SCV	788	CSC	5/20/2024
SFV	421	CSC	5/20/2024
SFV	733	CSC	5/20/2024
AV	426	CSC	5/20/2024
SCV	234	CSC	5/20/2024
SFV	735	CSC	5/20/2024
SFV	376	ACCOUNTING SPECIALIST	5/20/2024
SFV	552	CSC	5/20/2024
SFV	646	ACCOUNTING SPECIALIST	5/20/2024
SFV	377	ACCOUNTING SPECIALIST	5/20/2024
SFV	492	OFFICE ASSISTANT II	5/20/2024
SFV	171	CSC	5/20/2024
SFV	924	DUE PROCESS OFFICER	5/20/2024
SFV	825	CSC	5/20/2024
SFV	586	CSC	5/20/2024

Separations in the Month

6

Location	Pos #	Position	Separation Reason	Term Month
SFV	338	CSC BILINGUAL	PERSONAL	5/3/2024
SFV	692	CHIEF INFORMATION OFFICER	RETIREMENT	5/26/2024
SFV	628	IT SPECIALIST I	PERFORMANCE	5/10/2024
SFV	591	CSC	PERFORMANCE	5/10/2024
SFV	658	CSC	PERSONAL	5/23/2024
SFV	155	CSC	PERSONAL	5/28/2024

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled as of 6/30/24	FY23/24 Authorized Positions	% Filled	New Hires Started in the month	Separations in the Month	June '24 - Turnover Rate
All Locations	75	41	46	162	54	732	948	77.22%	24	4	0.55%
SFV	44	28	35	107	28	513	648	79.17%	22	2	
AV	26	9	8	43	24	148	215	68.84%	2	2	
SCV	5	4	3	12	2	71	85	83.53%	0	0	

CSC Vacancies 75

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	440	CSC	ADULT 8	12/5/2022
SFV	296	CSC	TRANSITION 1	1/6/2023
SFV	174	CSC	ADULT 2	2/22/2023
SCV	98	CSC	SCV TRANSITION 2	4/10/2023
AV	72	CSC	AV ADULT 1	4/12/2023
AV	396	CSC	AV ADULT 1	4/21/2023
AV	84	CSC	AV ADULT 1	4/27/2023
SFV	172	CSC	ADULT 6	5/5/2023
AV	537	CSC	AV SCHOOL AGE 2	6/5/2023
SFV	209	CSC	ADULT 7	6/22/2023
SFV	575	CSC - SPECIALIZED	ADULT 3 - CPP	6/30/2023
SFV	30	OD SPECIALIST	OD (FORMERLY ADULT 5)	7/10/2023
AV	24	OD SPECIALIST	AV/OD FL	7/31/2023
SFV	240	CSC	EARLY START 4	8/18/2023
AV	88	CSC	AV ADULT 1	8/28/2023
AV	254	CSC	AV ADULT 1	8/28/2023
SFV	243	CSC	ADULT 5	9/10/2023
SFV	244	CSC	ADULT 8	9/11/2023
SCV	116	CSC	SCV EARLY START	9/22/2023
SFV	115	CSC	EARLY START 2	9/29/2023
SFV	107	CSC	EARLY START 4	10/9/2023
SFV	142	CSC	TRANSITION 2	10/9/2023
SFV	184	CSC	ADULT 4	10/9/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	233	CSC	SCHOOL AGE 5	11/6/2023
SFV	211	CSC	ADULT 7	11/20/2023
AV	568	FLOATER SPECIALIST	AV/OD FL	12/14/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
SFV	156	CSC BILINGUAL	SCHOOL AGE 8	1/29/2024
AV	89	CSC	AV EARLY START 2	1/30/2024
SFV	300	CSC BILINGUAL	SCHOOL AGE 6	2/15/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC	SCHOOL AGE 4	3/8/2024
SFV	140	CSC	SCHOOL AGE 7	3/14/2024
SFV	375	CSC BILINGUAL	EARLY START 2	3/14/2024
AV	481	CSC	AV ADULT 2	3/21/2024
AV	279	CSC BILINGUAL	AV TRANSITION 2	4/3/2024
SFV	339	CSC	ADULT 6	4/8/2024
SFV	210	CSC BILINGUAL	ADULT 10	4/10/2024
SFV	91	CSC	ADULT 5	4/19/2024
AV	574	CSC SPECIALIST - SPECIALIZED	ADULT 3 - CPP	4/22/2024
SCV	258	CSC	SCV TRANSITION	4/22/2024
SFV	338	CSC BILINGUAL	EARLY START 3	5/3/2024
SFV	190	CSC	ADULT 6	5/6/2024
SFV	272	CSC BILINGUAL	ADULT 4	5/6/2024
SFV	496	CSC	EARLY START 1	5/6/2024
SFV	591	CSC	ADULT 4	5/10/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC BILINGUAL	AV TRANSITION 2	5/20/2024
AV	316	CSC	AV TRANSITION 1	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
AV	587	CSC	AV SCHOOL AGE 1	5/20/2024
SCV	437	CSC	SCV SCHOOL AGE 2	5/20/2024
SFV	179	CSC	ADULT 1	5/20/2024
SFV	181	CSC BILINGUAL	ADULT 2	5/20/2024
SFV	189	CSC BILINGUAL	ADULT 1	5/20/2024
SFV	266	CSC BILINGUAL	SCHOOL AGE 5	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC BILINGUAL	ADULT 8	5/20/2024
SFV	155	CSC	TRANSITION 2	5/28/2024
AV	79	CSC - INTAKE	AV - INTAKE	6/2/2024
AV	198	CSC	AV TRANSITION 2	6/3/2024
SCV	217	CSC	SCV TRANSITION	6/3/2024
SFV	136	CSC	TRANSITION 3	6/17/2024
SFV	150	CSC BILINGUAL	TRANSITION 1	6/17/2024
SFV	263	CSC BILINGUAL	TRANSITION 3	6/17/2024
SFV	323	CSC BILINGUAL	SCHOOL AGE 5	6/17/2024
SFV	358	CSC BILINGUAL	TRANSITION 3	6/17/2024
SFV	328	CSC	ADULT 1	6/25/2024
SFV	458	CSC	EARLY START 3	6/28/2024

CSC Growth Positions 41

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SCV	786	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SCV	784	CSC	SCV SCHOOL AGE 2	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	746	CSC	TRANSITION 4	2/16/2023
SFV	805	CSC	ADULT 11	2/16/2023
AV	779	CSC	AV SCHOOL AGE 3	4/20/2023
AV	851	CSC	AV EARLY START 2	4/24/2023
SFV	816	CSC	EARLY START 6	6/27/2023
SFV	823	CSC	EARLY START 3	6/27/2023
SFV	824	CSC	EARLY START 3	6/27/2023
SFV	830	CSC	EARLY START 7	6/27/2023
AV	27	OD SPECIALIST	AV/OD FL	7/3/2023
SFV	813	CSC	EARLY START 2	7/3/2023
AV	875	FLOATER SPECIALIST	AV EARLY START 3	7/31/2023
SFV	866	FILTER SPECIALIST - OD UNIT	CASE MANAGEMENT	7/31/2023
SFV	874	FLOATER SPECIALIST	EARLY START 7	7/31/2023
SFV	37	OD SPECIALIST	OD (FORMERLY TRANSITION 5)	8/31/2023
SFV	564	FLOATER SPECIALIST	TRANSITION 1	12/4/2023
AV	606	CSC	AV ADULT 2	12/4/2023
SFV	751	CSC BILINGUAL	SCHOOL AGE 9	2/1/2024
SFV	689	CSC - INTAKE	CLINICAL SERVICES - INTAKE	3/25/2024
SFV	792	CSC	ADULT 10	4/10/2024
SFV	808	CSC	ADULT 11	4/11/2024
SFV	529	CSC	SCHOOL AGE 8	4/12/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
SFV	809	CSC	ADULT 11	4/26/2024
AV	850	CSC	AV EARLY START	4/29/2024
SFV	949	CSC	SCHOOL AGE 10	5/7/2024
SFV	950	CSC	SCHOOL AGE 10	5/7/2024
SFV	951	CSC	SCHOOL AGE 10	5/7/2024
SFV	952	CSC	SCHOOL AGE 10	5/7/2024
SFV	953	CSC	SCHOOL AGE 10	5/7/2024
SFV	954	CSC	SCHOOL AGE 10	5/7/2024
SFV	955	CSC	SCHOOL AGE 10	5/7/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
AV	774	CSC	AV SCHOOL AGE 1	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024
SFV	62	CSC BILINGUAL	ADULT 2	6/3/2024

FY23/24 Authorized Positions	Positions Added Based on FY 23/24 Growth
948	75

Open Other Positions:

46

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
SFV	624	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	9/4/2022
SFV	40	COMM SERVICES SPECIALIST - QA/CPP	COMMUNITY SERVICES 2	2/13/2023
AV	882	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
AV	883	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
AV	884	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	885	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	890	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SCV	876	LEAD SERVICE COORDINATOR TRAINER	TRANSITION/ADULT	7/11/2023
SCV	877	LEAD SERVICE COORDINATOR TRAINER	EARLY START/SCHOOL AGE	7/11/2023
SFV	879	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	886	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
SFV	888	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
SFV	889	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	904	IT TRAINING SPECIALIST II	INFORMATION TECHNOLOGY	7/31/2023
AV	367	CONSUMER SERVICES SUPERVISOR	AV ADULT 1	8/28/2023
AV	873	CONSUMER SERVICES SUPERVISOR	AV ADULT 4	9/11/2023
SFV	442	AUTISM CLINICAL SVCS SPECIALIST	CLINICAL SERVICES - BEHAVIORAL	9/25/2023
SFV	569	HUMAN RESOURCES SPECIALIST I	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERVICES SPECIALIST - PERFORM	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES 1	10/5/2023
SFV	532	DEIB SUPERVISOR	CONSUMER SERVICES 2	11/27/2023
SFV	54	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	544	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - AUDITS & REVENUE	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SFV	680	WORKFORCE & EMPLOYMENT SPECIALIST	COMMUNITY SERVICES	1/15/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	2/1/2024
SFV	930	RET. ANNUITANT - SPEC PROJ SPECIALIS	ACCOUNTING - ADMINISTRATION	2/1/2024
SFV	232	FACILITIES SERVICES MANAGER	FACILITIES	2/12/2024
SFV	242	HUMAN RESOURCES SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	560	TRAINING SPECIALIST I	TRAINING & INFORMATION	2/26/2024
SFV	921	ACCOUNTING SPECIALIST	ACCOUNTING	3/12/2024
SFV	945	BEHAVIORAL CONSULTANT	CLINICAL SERVICES - BEHAVIORAL	3/27/2024
SFV	946	SYSTEMS OF CARE SPECIALIST	CASE MANAGEMENT	3/27/2024
SCV	403	OFFICE ASSISTANT II	RECORDS & DOCUMENT MANAGEMENT	4/8/2024
SFV	4	CHIEF HUMAN RESOURCES OFFICER	HUMAN RESOURCES	4/16/2024
SFV	451	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	4/22/2024
SFV	893	ACCOUNTING SPECIALIST SR	ACCOUNTING	4/29/2024
SFV	948	CONSUMER SERVICES SUPERVISOR	SCHOOL AGE 10	5/7/2024
SFV	947	SR. APPS & PROJECT MANAGER	INFORMATION TECHNOLOGY	5/7/2024
SFV	628	IT SPECIALIST I	INFORMATION TECHNOLOGY	5/10/2024
SFV	956	PAYROLL ACCOUNTANT	ACCOUNTING - ADMINISTRATION	5/15/2024
SFV	692	CHIEF INFORMATION OFFICER	ADMINISTRATION - EXECUTIVE	5/26/2024
SFV	957	ADMINISTRATIVE ASSISTANT	CONSUMER SERVICES 2	6/12/2024
SFV	727	PUBLIC INFORMATION SUPERVISOR	PUBLIC INFORMATION	6/17/2024
SFV	958	PUBLIC INFORMATION LEGISLATIVE SPEC	PUBLIC INFORMATION	6/24/2024

Positions on Hold

54

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
AV	305	FAMILY ADVOCATE	AV - PUBLIC INFO & TRAINING	2/28/2022
SFV	25	TECHNICAL SUPPORT ENGINEER	INFORMATION TECHNOLOGY	4/25/2022
SFV	701	LEAD RISK ASSESSMENT SPECIALIST	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPECIALIST	ADMIN - CONSUMER SERVICES	12/22/2022
AV	847	CSC	AV EARLY START 3	2/16/2023
AV	848	CSC	AV EARLY START 3	2/16/2023
AV	849	CSC	AV EARLY START 3	2/16/2023
AV	854	CSC	AV EARLY START 3	2/16/2023
AV	908	CSC	AV ADULT 4	2/16/2023
AV	910	CSC	AV ADULT 4	2/16/2023
AV	911	CSC	AV ADULT 4	2/16/2023
AV	912	CSC	AV ADULT 4	2/16/2023
AV	913	CSC	AV ADULT 4	2/16/2023
AV	914	CSC	AV ADULT 4	2/16/2023
AV	916	CSC	AV ADULT 4	2/16/2023
AV	917	CSC	AV ADULT 4	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	744	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	749	CSC	TRANSITION 4	2/16/2023
SFV	755	CSC	SCHOOL AGE 9	2/16/2023
SFV	759	CSC	SCHOOL AGE 9	2/16/2023
SFV	769	CSC	TRANSITION 4	2/16/2023
SFV	793	CSC	ADULT 6	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 11	2/16/2023
SFV	810	CSC	ADULT 11	2/16/2023
SFV	821	CSC	EARLY START 6	2/16/2023
SFV	831	CSC	EARLY START 7	2/16/2023
SFV	832	CSC	EARLY START 7	2/16/2023
AV	858	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
AV	859	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SCV	857	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SFV	856	CSC	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SFV	861	CSC	ADULT 11	6/23/2023
SFV	862	CSC	ADULT 11	6/23/2023
AV	775	CSC	AV SCHOOL AGE 2	6/26/2023
SFV	721	EXECUTIVE ADMIN ASSISTANT	INFORMATION TECHNOLOGY	7/7/2023
AV	773	CSC	AV SCHOOL AGE 3	7/20/2023
SFV	362	OFFICE ASSISTANT III	RECORDS & DOCUMENT MANAGEMENT	8/23/2023
AV	907	CSC	AV ADULT 4	9/11/2023
AV	909	CSC	AV ADULT 4	9/11/2023
AV	915	CSC	AV ADULT 4	9/11/2023
SFV	918	JUDICIAL/FORENSICS SPECIALIST	ADULT 3 - CPP	9/11/2023
SFV	920	OUTREACH LANGUAGE SPECIALIST	CONSUMER SERVICES 2	9/11/2023
SFV	604	EXECUTIVE ADMIN ASSISTANT	ADMINISTRATION - EXECUTIVE	10/20/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
SFV	468	IT SPECIALIST II	INFORMATION TECHNOLOGY	1/15/2024
AV	938	CSC	AV TRANSITION 3	3/1/2024
AV	943	CSC	AV TRANSITION 3	3/1/2024
AV	944	CSC	AV TRANSITION 3	3/1/2024

New Hires Started in the month

24

Location	Pos #	Position	Hire Date
SFV	109	CSC	6/3/2024
SFV	812	CSC	6/3/2024
AV	336	CSC	6/3/2024
SFV	195	CSC	6/3/2024
SFV	42	CSC	6/3/2024
SFV	791	CSC	6/3/2024
SFV	836	CSC	6/3/2024
SFV	814	CSC	6/3/2024
SFV	623	OFFICE ASSISTANT II	6/3/2024
SFV	827	CSC	6/3/2024
SFV	284	CSC	6/3/2024
SFV	790	CSC	6/3/2024
SFV	176	CSC	6/3/2024
SFV	117	CSC	6/17/2024
SFV	50	VENDOR COORDINATOR	6/17/2024
SFV	458	CSC	6/17/2024
SFV	737	CSC	6/17/2024
SFV	820	CSC	6/17/2024
SFV	127	OFFICE ASSISTANT II - BIL	6/17/2024
SFV	126	OFFICE ASSISTANT II	6/17/2024
SFV	819	CSC	6/17/2024
AV	777	CSC	6/17/2024
SFV	762	CSC	6/17/2024
SFV	291	CSC	6/17/2024

Separations in the Month

4

Location	Pos #	Position	Separation Reason	Term Month
AV	79	Service Coordinator - Intake	RETIREMENT	6/3/2024
SFV	328	Service Coordinator	PERSONAL	6/25/2024
SFV	458	Service Coordinator	PERSONAL	6/28/2024
AV	459	Service Coordinator	PERSONAL	6/24/2024

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled as of 7/31/24	FY23/24 Authorized Positions	% Filled	New Hires Started in the month	Separations in the Month	July '24 - Turnover Rate
All Locations	74	35	44	153	52	746	951	78.44%	22	7	0.94%
SFV	42	20	36	98	28	525	651	80.65%	17	4	
AV	27	10	7	44	22	149	215	69.30%	4	3	
SCV	5	5	1	11	2	72	85	84.71%	1	0	

CSC Vacancies 74

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	440	CSC	ADULT 8	12/5/2022
SFV	296	CSC	TRANSITION 1	1/6/2023
SFV	174	CSC	ADULT 2	2/22/2023
AV	72	CSC	AV ADULT 1	4/12/2023
AV	396	CSC	AV ADULT 1	4/21/2023
AV	84	CSC	AV ADULT 1	4/27/2023
AV	537	CSC - MW	AV SCHOOL AGE 2	6/5/2023
SFV	209	CSC	ADULT 7	6/22/2023
SFV	575	CSC SPECIALIST - SPEC	ADULT 3 - CPP	6/30/2023
SFV	30	OD SPECIALIST	OD (FORMER ADULT 5)	7/10/2023
AV	24	OD SPECIALIST	AV/OD FL	7/31/2023
AV	88	CSC	AV ADULT 1	8/28/2023
SFV	243	CSC	ADULT 5	9/10/2023
SFV	244	CSC	ADULT 8	9/11/2023
SCV	116	CSC	SCV EARLY START	9/22/2023
SFV	115	CSC	EARLY START 2	9/29/2023
SFV	184	CSC	ADULT 4	10/9/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	233	CSC	SCHOOL AGE 5	11/6/2023
SFV	211	CSC	ADULT 7	11/20/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
SFV	156	CSC	SCHOOL AGE 8	1/29/2024
AV	89	CSC	AV EARLY START 2	1/30/2024
SFV	300	CSC	SCHOOL AGE 6	2/15/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC - MW	SCHOOL AGE 4	3/8/2024
SFV	140	CSC	SCHOOL AGE 7	3/14/2024
SFV	375	CSC	EARLY START 2	3/14/2024
AV	481	CSC	AV ADULT 2	3/21/2024
AV	279	CSC	AV TRANSITION 2	4/3/2024
SFV	339	CSC	ADULT 6	4/8/2024
SFV	210	CSC	ADULT 10	4/10/2024
SFV	91	CSC	ADULT 5	4/19/2024
AV	574	CSC SPECIALIST - SPEC	ADULT 3 - CPP	4/22/2024
SCV	258	CSC	SCV TRANSITION	4/22/2024
SFV	338	CSC	EARLY START 3	5/3/2024
SFV	190	CSC	ADULT 6	5/6/2024
SFV	272	CSC	ADULT 4	5/6/2024
SFV	496	CSC	EARLY START 1	5/6/2024
SFV	591	CSC	ADULT 4	5/10/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC	AV TRANSITION 2	5/20/2024
AV	316	CSC	AV TRANSITION 1	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
AV	587	CSC	AV SCHOOL AGE 1	5/20/2024
SCV	437	CSC	SCV SCHOOL AGE 2	5/20/2024
SFV	179	CSC	ADULT 1	5/20/2024
SFV	189	CSC	ADULT 1	5/20/2024
SFV	266	CSC	SCHOOL AGE 5	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC - MW	ADULT 8	5/20/2024
SFV	155	CSC	TRANSITION 2	5/28/2024
AV	79	CSC - INTAKE	AV - INTAKE	6/2/2024
AV	198	CSC	AV TRANSITION 2	6/3/2024
SCV	217	CSC	SCV TRANSITION	6/3/2024
SFV	136	CSC	TRANSITION 3	6/17/2024
SFV	150	CSC	TRANSITION 1	6/17/2024
SFV	263	CSC	TRANSITION 3	6/17/2024
SFV	323	CSC	SCHOOL AGE 5	6/17/2024
SFV	358	CSC	TRANSITION 3	6/17/2024
SFV	328	CSC	ADULT 1	6/25/2024
SFV	458	CSC	EARLY START	6/28/2024
SCV	245	CSC	SCV ADULT	7/1/2024
AV	638	CSC SPECIALIST - ESC	ENHANCED SERV COORD	7/2/2024
SFV	160	CSC	SCHOOL AGE 7	7/2/2024
AV	507	CSC	AV SCHOOL AGE 2	7/3/2024
AV	64	CSC	AV ADULT 2	7/15/2024
SFV	427	CSC	ADULT 1	7/19/2024
SFV	139	CSC	SCHOOL AGE 6	7/29/2024

CSC Growth Positions 35

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SCV	784	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	786	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	746	CSC	TRANSITION 4	2/16/2023
SFV	805	CSC	ADULT 11	2/16/2023
SFV	792	CSC	ADULT 10	2/16/2023
AV	779	CSC	AV SCHOOL AGE 3	4/20/2023
SFV	816	CSC	EARLY START 6	6/27/2023
AV	27	OD SPECIALIST	AV/OD FL	7/3/2023
AV	875	FLOATER SPECIALIST	AV EARLY START 3	7/31/2023
SFV	866	FLOATER SPEC - OD UNIT	CASE MANAGEMENT	7/31/2023
SFV	874	FLOATER SPECIALIST	EARLY START 7	7/31/2023
SFV	37	OD SPECIALIST	OD (FORMERLY TRANS 2)	8/31/2023
SFV	564	FLOATER SPECIALIST	TRANSITION 1	12/4/2023
AV	606	CSC	AV ADULT 2	12/4/2023
SFV	751	CSC	SCHOOL AGE 9	2/1/2024
SFV	689	CSC	CLINICAL SERVICES - INTAKE	3/25/2024
SFV	808	CSC	ADULT 11	4/11/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
SFV	809	CSC	ADULT 11	4/26/2024
AV	850	CSC	AV EARLY START	4/29/2024
SFV	950	CSC	SCHOOL AGE 10	5/7/2024
SFV	952	CSC	SCHOOL AGE 10	5/7/2024
SFV	953	CSC	SCHOOL AGE 10	5/7/2024
SFV	955	CSC	SCHOOL AGE 10	5/7/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
AV	774	CSC	AV SCHOOL AGE 1	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024
SFV	62	CSC	ADULT 2	6/3/2024
AV	778	CSC	AV SCHOOL AGE 3	6/24/2024
AV	937	CSC	AV TRANSITION 3	7/9/2024
SCV	611	CSC	SCV EARLY START	7/29/2024

FY23/24 Authorized Positions	Positions Added Based on FY 23/24 Growth
951	75

Open Other Positions:

44

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
SFV	624	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	9/4/2022
SFV	40	COMM SERVICES SPECIALIST - QA/CPP	COMMUNITY SERVICES 2	2/13/2023
AV	882	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
AV	883	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
AV	884	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	885	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	890	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	879	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	886	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
SFV	889	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	904	IT TRAINING SPECIALIST II	INFORMATION TECHNOLOGY	7/31/2023
AV	873	CONSUMER SERVICES SUPERVISOR	AV ADULT 4	9/11/2023
SFV	569	HUMAN RESOURCES SPECIALIST I	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERV SPECIALIST - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES 1	10/5/2023
SFV	54	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	544	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - AUDITS & REVENUE	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SFV	680	WORKFORCE & EMPLOYMENT SPEC	COMMUNITY SERVICES	1/15/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	2/1/2024
SFV	930	RET ANNUITANT - SPEC PROJECT SPEC	ACCOUNTING - ADMINISTRATION	2/1/2024
SFV	232	FACILITIES SERVICES MANAGER	FACILITIES	2/12/2024
SFV	242	HUMAN RESOURCES SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	945	BEHAVIORAL CONSULTANT	CLINICAL SERVICES - BEHAVIORAL	3/27/2024
SFV	946	SYSTEMS OF CARE SPECIALIST	CASE MANAGEMENT	3/27/2024
SFV	4	CHIEF HUMAN RESOURCES OFFICER	HUMAN RESOURCES	4/16/2024
SFV	451	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	4/22/2024
SFV	893	ACCOUNTING SPECIALIST SR	ACCOUNTING	4/29/2024
SFV	948	CONSUMER SERVICES SUPERVISOR	SCHOOL AGE 10	5/7/2024
SFV	947	SR. APPS AND PROJECT MANAGER	INFORMATION TECHNOLOGY	5/7/2024
SFV	628	IT SPECIALIST I	INFORMATION TECHNOLOGY	5/10/2024
SFV	956	PAYROLL ACCOUNTANT	ACCOUNTING - ADMINISTRATION	5/15/2024
SFV	692	CHIEF INFORMATION OFFICER	ADMINISTRATION - EXECUTIVE	5/26/2024
SFV	727	PUBLIC INFORMATION SUPERVISOR	PUBLIC INFORMATION	6/17/2024
SFV	958	PUBLIC INFO LEGISLATIVE SPECIALIST	PUBLIC INFORMATION	6/24/2024
SCV	626	OFFICE ASSISTANT II	FACILITIES	7/1/2024
SFV	959	CONTRACT, PRIVACY & COMM DIRECTOR	ACCOUNTING - ADMINISTRATION	7/11/2024
SFV	649	CS SUPERVISOR - ESC	ENHANCED SERVICE COORDINATION	7/15/2024
SFV	723	OFFICE ASSISTANT II	CONSUMER SERVICES 2	7/15/2024
SFV	933	EXEC ADMINISTRATIVE ASSISTANT	HUMAN RESOURCES	7/26/2024
SFV	960	APP DEVELOPER & INTEGRATOR	INFORMATION TECHNOLOGY	7/29/2024
SFV	961	DENTAL CONSULTANT	CLINICAL SERVICES	7/30/2024
SFV	894	ACCOUNTING SPECIALIST	ACCOUNTING - ACCOUNTS PAYABLE 1	7/31/2024

Positions on Hold

52

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
AV	305	FAMILY ADVOCATE	AV - PUBLIC INFO & TRAINING	2/28/2022
SFV	25	TECHNICAL SUPPORT ENGINEER	INFORMATION TECHNOLOGY	4/25/2022
SFV	701	LEAD RISK ASSESSMENT SPECIALIST	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPECIALIST	ADMIN - CONSUMER SERVICES	12/22/2022
AV	848	SERVICE COORDINATOR	AV EARLY START 3	2/16/2023
AV	849	SERVICE COORDINATOR	AV EARLY START 3	2/16/2023
AV	854	SERVICE COORDINATOR	AV EARLY START 3	2/16/2023
SCV	789	SERVICE COORDINATOR	SCV SCHOOL AGE 2	2/16/2023
SFV	743	SERVICE COORDINATOR	TRANSITION 4	2/16/2023
SFV	744	SERVICE COORDINATOR	TRANSITION 4	2/16/2023
SFV	748	SERVICE COORDINATOR	TRANSITION 4	2/16/2023
SFV	749	SERVICE COORDINATOR	TRANSITION 4	2/16/2023
SFV	755	SERVICE COORDINATOR	SCHOOL AGE 9	2/16/2023
SFV	759	SERVICE COORDINATOR	SCHOOL AGE 9	2/16/2023
SFV	769	SERVICE COORDINATOR	TRANSITION 4	2/16/2023
SFV	793	SERVICE COORDINATOR	ADULT 6	2/16/2023
SFV	797	SERVICE COORDINATOR	ADULT 10	2/16/2023
SFV	807	SERVICE COORDINATOR	ADULT 11	2/16/2023
SFV	810	SERVICE COORDINATOR	ADULT 11	2/16/2023
SFV	821	SERVICE COORDINATOR	EARLY START 6	2/16/2023
SFV	831	SERVICE COORDINATOR	EARLY START 7	2/16/2023
SFV	832	SERVICE COORDINATOR	EARLY START 7	2/16/2023
AV	858	SERVICE COORDINATOR	SA - PROVISIONAL ELIGIBILITY	4/1/2023
AV	859	SERVICE COORDINATOR	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SCV	857	SERVICE COORDINATOR	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SFV	856	SERVICE COORDINATOR	SA - PROVISIONAL ELIGIBILITY	4/1/2023
SFV	861	SERVICE COORDINATOR	ADULT 11	6/23/2023
SFV	862	SERVICE COORDINATOR	ADULT 11	6/23/2023
AV	775	SERVICE COORDINATOR	AV SCHOOL AGE 2	6/26/2023
SFV	721	EXEC ADMINISTRATIVE ASSISTANT	INFORMATION TECHNOLOGY	7/7/2023
SFV	362	OFFICE ASSISTANT III	REC & DOC MANAGEMENT	8/23/2023
AV	907	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	908	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	909	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	910	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	911	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	912	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	913	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	914	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	915	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	916	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
AV	917	SERVICE COORDINATOR	AV ADULT 4	9/11/2023
SFV	918	JUDICIAL/FORENSICS SPECIALIST	ADULT 3 - CPP	9/11/2023
SFV	920	OUTREACH LANGUAGE SPECIALIST	CONSUMER SERVICES 2	9/11/2023
SFV	604	EXEC ADMINISTRATIVE ASSISTANT	ADMINISTRATION - EXECUTIVE	10/20/2023
AV	782	SERVICE COORDINATOR	AV SCHOOL AGE 3	11/20/2023
SFV	468	IT SPECIALIST II	INFORMATION TECHNOLOGY	1/15/2024
AV	938	SERVICE COORDINATOR	AV TRANSITION 3	3/1/2024
AV	943	SERVICE COORDINATOR	AV TRANSITION 3	3/1/2024
AV	944	SERVICE COORDINATOR	AV TRANSITION 3	3/1/2024

New Hires Started in the month

22

Location	Pos #	Position	Hire Date
SFV	813	CSC	7/1/2024
SFV	172	CSC	7/1/2024
SCV	98	CSC	7/1/2024
SFV	830	CSC	7/1/2024
SFV	954	CSC	7/1/2024
SFV	951	CSC	7/1/2024
SFV	240	CSC	7/1/2024
SFV	181	CSC	7/1/2024
SFV	560	TRAINING SPECIALIST 1	7/1/2024
AV	851	CSC	7/15/2024
SFV	824	CSC	7/15/2024
SFV	823	CSC	7/15/2024
SFV	949	CSC	7/15/2024
SFV	529	CSC	7/15/2024
SFV	107	CSC	7/15/2024
SFV	442	AUTISM PROG CLINICAL SPEC	7/15/2024
AV	773	CSC	7/15/2024
SFV	921	ACCOUNTING SPEIALIST	7/29/2024
SFV	142	CSC	7/29/2024
AV	367	CSC	7/29/2024
AV	254	CSC	7/29/2024
SFV	847	CSC	7/29/2024

Separations in the Month

7

Location	Pos #	Position	Separation Reason	Term Month
AV	638	CSC	RELOCATION	7/2/2024
SFV	160	CSC	FAMILY REASONS	7/2/2024
SFV	427	CSC	PERSONAL	7/19/2024
AV	507	CSC	PERSONAL	7/3/2024
AV	937	CSC	PERSONAL	7/9/2024
SFV	933	EXEC ADMIN ASSISTANT	PERSONAL	7/26/2024
SFV	894	ACCOUNTING SPECIALIST	PERSONAL	7/31/2024

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled as of 8/31/24	FY24/25 Authorized Positions	% Filled	New Hires Started in the month	Separations in the Month
All Locations	70	33	45	148	51	753	952	79.10%	11	4
SFV	38	19	36	93	27	532	652	81.60%	9	2
AV	27	10	8	45	22	148	215	68.84%	1	2
SCV	5	4	1	10	2	73	85	85.88%	1	0

CSC Vacancies

70

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	440	CSC	ADULT 8	12/5/2022
SFV	296	CSC	TRANSITION 1	1/6/2023
AV	72	CSC	AV ADULT 1	4/12/2023
AV	396	CSC	AV ADULT 1	4/21/2023
AV	84	CSC	AV ADULT 1	4/27/2023
AV	537	CSC - MW	AV SCHOOL AGE 2	6/5/2023
SFV	209	CSC	ADULT 7	6/22/2023
SFV	575	CSC - SPECIALIZED	ADULT 3 - CPP	6/30/2023
SFV	30	OD - SPECIALIST	OD (FORMERLY ADULT 5)	7/10/2023
AV	24	OD - SPECIALIST	AV/OD FL	7/31/2023
SFV	243	CSC	ADULT 5	9/10/2023
SFV	244	CSC	ADULT 8	9/11/2023
SCV	116	CSC	SCV EARLY START	9/22/2023
SFV	184	CSC	ADULT 4	10/9/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	233	CSC	SCHOOL AGE 5	11/6/2023
SFV	211	CSC	ADULT 7	11/20/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
AV	89	CSC	AV EARLY START 2	1/30/2024
SFV	300	CSC	SCHOOL AGE 6	2/15/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC	SCHOOL AGE 4	3/8/2024
SFV	140	CSC	SCHOOL AGE 7	3/14/2024
SFV	375	CSC	EARLY START 2	3/14/2024
AV	481	CSC	AV ADULT 2	3/21/2024
AV	279	CSC	AV TRANSITION 2	4/3/2024
SFV	339	CSC	ADULT 6	4/8/2024
SFV	210	CSC	ADULT 10	4/10/2024
SFV	91	CSC	ADULT 5	4/19/2024
AV	574	CSC	ADULT 3 - CPP	4/22/2024
SCV	258	CSC	SCV TRANSITION	4/22/2024
SFV	338	CSC	EARLY START 3	5/3/2024
SFV	190	CSC	ADULT 6	5/6/2024
SFV	272	CSC	ADULT 4	5/6/2024
SFV	496	CSC	EARLY START 1	5/6/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC	AV TRANSITION 2	5/20/2024
AV	316	CSC	AV TRANSITION 1	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
AV	587	CSC	AV SCHOOL AGE 1	5/20/2024
SCV	437	CSC	SCV SCHOOL AGE 2	5/20/2024
SFV	179	CSC	ADULT 1	5/20/2024
SFV	189	CSC	ADULT 1	5/20/2024
SFV	266	CSC	SCHOOL AGE 5	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC	ADULT 8	5/20/2024
SFV	155	CSC	TRANSITION 2	5/28/2024
AV	79	CSC - INTAKE	AV - INTAKE	6/2/2024
AV	198	CSC	AV TRANSITION 2	6/3/2024
SCV	217	CSC	SCV TRANSITION	6/3/2024
SFV	136	CSC	TRANSITION 3	6/17/2024
SFV	263	CSC	TRANSITION 3	6/17/2024
SFV	323	CSC	SCHOOL AGE 5	6/17/2024
SFV	358	CSC	TRANSITION 3	6/17/2024
SFV	328	CSC	ADULT 1	6/25/2024
SFV	458	CSC	EARLY START 3	6/28/2024
SCV	245	CSC	SCV ADULT	7/1/2024
SFV	160	CSC	SCHOOL AGE 7	7/2/2024
AV	507	CSC	AV SCHOOL AGE 2	7/3/2024
AV	64	CSC	AV ADULT 2	7/15/2024
SFV	427	CSC	ADULT 1	7/19/2024
SFV	139	CSC	SCHOOL AGE 6	7/29/2024
SFV	461	CSC	SCHOOL AGE 4	8/12/2024
AV	334	CSC	AV SCHOOL AGE 1	8/13/2024
AV	199	CSC	AV TRANSITION 1	8/26/2024

CSC Growth Positions

33

Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SCV	786	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	746	CSC	TRANSITION 4	2/16/2023
SFV	792	CSC	ADULT 10	2/16/2023
SFV	805	CSC	ADULT 11	2/16/2023
AV	779	CSC	AV SCHOOL AGE 3	4/20/2023
SFV	816	CSC	EARLY START 6	6/27/2023
AV	27	OD - SPECIALIST	AV/OD FL	7/3/2023
AV	875	FLOATER SPECIALIST	AV EARLY START 3	7/31/2023
SFV	866	FLOATER SPECIALIST	CASE MANAGEMENT	7/31/2023
SFV	874	FLOATER SPECIALIST	EARLY START 7	7/31/2023
SFV	37	OD - SPECIALIST	OD (FORMERLY TRANSITION 2)	8/31/2023
SFV	564	FLOATER SPECIALIST	TRANSITION 1	12/4/2023
AV	606	CSC	AV ADULT 2	12/4/2023
SFV	751	CSC	SCHOOL AGE 9	2/1/2024
SFV	808	CSC	ADULT 11	4/11/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
SFV	809	CSC	ADULT 11	4/26/2024
AV	850	CSC	AV EARLY START	4/29/2024
SFV	952	CSC	SCHOOL AGE 10	5/7/2024
SFV	953	CSC	SCHOOL AGE 10	5/7/2024
SFV	955	CSC	SCHOOL AGE 10	5/7/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
AV	774	CSC	AV SCHOOL AGE 1	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024
SFV	62	CSC	ADULT 2	6/3/2024
AV	778	CSC	AV SCHOOL AGE 3	6/24/2024
AV	937	CSC	AV TRANSITION 3	7/9/2024
SCV	611	CSC	SCV EARLY START	7/29/2024
SFV	806	CSC	ADULT 11	8/28/2024

Aug '24 - Turnover Rate
0.53%

FY24/25 Authorized Positions	Positions Added Based on FY 24/25 Growth
952	0

Open Other Positions:

45

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
SFV	624	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	9/4/2022
SFV	40	COMM SERVICES SPECIALIST - QA/CPP	COMMUNITY SERVICES 2	2/13/2023
AV	882	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
AV	883	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
AV	884	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	885	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
AV	890	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	879	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	886	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
SFV	889	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	904	IT TRAINING SPECIALIST II	INFORMATION TECHNOLOGY	7/31/2023
SFV	362	OFFICE ASSISTANT III	RECORDS & DOCUMENT MANAGEMENT	8/23/2023
AV	873	CONSUMER SERVICES SUPERVISOR	AV ADULT 4	9/11/2023
SFV	569	HUMAN RESOURCES SPECIALIST I	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERV SPECIALIST - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES 1	10/5/2023
SFV	54	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	544	PSYCHOLOGICAL SERVICES SUPERVISOR	CLINICAL SERVICES - PSYCHOLOGICAL	12/4/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - AUDITS & REVENUE	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SFV	680	WORKFORCE & EMPLOYMENT SPECIALIST	COMMUNITY SERVICES	1/15/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	2/1/2024
SFV	930	RETIRED ANNUITANT – SPECIAL PROJECT	ACCOUNTING - ADMINISTRATION	2/1/2024
SFV	232	FACILITIES SERVICES MANAGER	FACILITIES	2/12/2024
SFV	242	HUMAN RESOURCES SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	945	BEHAVIORAL CONSULTANT	CLINICAL SERVICES - BEHAVIORAL	3/27/2024
SFV	946	SYSTEMS OF CARE SPECIALIST	CASE MANAGEMENT	3/27/2024
SFV	4	CHIEF HUMAN RESOURCES OFFICER	HUMAN RESOURCES	4/16/2024
SFV	893	ACCOUNTING SPECIALIST SR	ACCOUNTING	4/29/2024
SFV	947	SR. APPS AND PROJECT MANAGER	INFORMATION TECHNOLOGY	5/7/2024
SFV	692	CHIEF INFORMATION OFFICER	ADMINISTRATION - EXECUTIVE	5/26/2024
SFV	958	PUBLIC INFO LEGISLATIVE SPECIALIST	PUBLIC INFORMATION	6/24/2024
SCV	626	OFFICE ASSISTANT II	FACILITIES	7/1/2024
SFV	959	CONTRACT, PRIVACY & COMM DIRECTOR	ACCOUNTING - ADMINISTRATION	7/11/2024
SFV	649	CONSUMER SERVICES SUPERVISOR - ESC	ENHANCED SERVICE COORDINATION	7/15/2024
SFV	723	OFFICE ASSISTANT II	CONSUMER SERVICES 2	7/15/2024
SFV	933	EXECUTIVE ADMINISTRATIVE ASSISTANT	HUMAN RESOURCES	7/26/2024
SFV	960	APPLICATIONS DEVELOPER & INTEGRATOR	INFORMATION TECHNOLOGY	7/29/2024
SFV	961	DENTAL CONSULTANT	CLINICAL SERVICES	7/30/2024
SFV	894	ACCOUNTING SPECIALIST	ACCOUNTING - ACCOUNTS PAYABLE 1	7/31/2024
SFV	887	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	8/12/2024
SFV	322	PUBLIC INFORMATION SPECIALIST	PUBLIC INFORMATION	8/12/2024
SFV	10	ACCOUNTING SUPERVISOR	ACCOUNTING - REVENUES	8/19/2024
AV	476	CONSUMER SERVICES DIRECTOR	AV - CONSUMER SERVICES	8/22/2024
SFV	681	CHIEF CONSUMER & COMM SERV OFFICER	ADMINISTRATION - EXECUTIVE	8/26/2024

Positions on Hold

Location	Pos #	Hold Positions
AV	305	FAMILY ADVOCATE
SFV	25	TECHNICAL SUPPORT ENGINEER
SFV	701	LEAD RISK ASSESSMENT SPECIALIST
SFV	8	DIRECTOR OF FINANCE
SFV	647	ACCOUNTANT JR
SFV	720	HEALTH AND SAFETY SPECIALIST
AV	848	CSC
AV	849	CSC
AV	854	CSC
SCV	789	CSC
SFV	743	CSC
SFV	744	CSC
SFV	748	CSC
SFV	749	CSC
SFV	755	CSC
SFV	759	CSC
SFV	769	CSC
SFV	793	CSC
SFV	797	CSC
SFV	807	CSC
SFV	810	CSC
SFV	821	CSC
SFV	831	CSC
AV	858	CSC
AV	859	CSC
SCV	857	CSC
SFV	856	CSC
SFV	861	CSC
SFV	862	CSC
AV	775	CSC
SFV	721	EXECUTIVE ADMIN ASSISTANT
AV	907	SERVICE COORDINATOR
AV	908	SERVICE COORDINATOR
AV	909	SERVICE COORDINATOR
AV	910	SERVICE COORDINATOR
AV	911	SERVICE COORDINATOR
AV	912	SERVICE COORDINATOR
AV	913	SERVICE COORDINATOR
AV	914	SERVICE COORDINATOR
AV	915	SERVICE COORDINATOR
AV	916	SERVICE COORDINATOR
AV	917	SERVICE COORDINATOR
SFV	918	JUDICIAL/FORENSICS SPECIALIST
SFV	920	OUTREACH LANGUAGE SPECIALIST
SFV	604	EXECUTIVE ADMIN ASSISTANT
AV	782	SERVICE COORDINATOR
SFV	468	IT SPECIALIST II
AV	938	SERVICE COORDINATOR
AV	943	SERVICE COORDINATOR
AV	944	SERVICE COORDINATOR
SFV	451	ACCOUNTING SPECIALIST

51

Dept/ Location	Hold as of Date
AV - PUBLIC INFO & TRAINING	2/28/2022
INFORMATION TECHNOLOGY	4/25/2022
RISK ASSESSMENT	7/29/2022
ACCOUNTING I	8/29/2022
ACCOUNTING	9/23/2022
ADMINISTRATION - CONS SERVIC	12/22/2022
AV EARLY START 3	2/16/2023
AV EARLY START 3	2/16/2023
AV EARLY START 3	2/16/2023
SCV SCHOOL AGE 2	2/16/2023
TRANSITION 4	2/16/2023
TRANSITION 4	2/16/2023
TRANSITION 4	2/16/2023
TRANSITION 4	2/16/2023
SCHOOL AGE 9	2/16/2023
SCHOOL AGE 9	2/16/2023
TRANSITION 4	2/16/2023
ADULT 6	2/16/2023
ADULT 10	2/16/2023
ADULT 11	2/16/2023
ADULT 11	2/16/2023
EARLY START 6	2/16/2023
EARLY START 7	2/16/2023
SA - PROVISIONAL ELIGIBILITY	4/1/2023
SA - PROVISIONAL ELIGIBILITY	4/1/2023
SA - PROVISIONAL ELIGIBILITY	4/1/2023
SA - PROVISIONAL ELIGIBILITY	4/1/2023
ADULT 11	6/23/2023
ADULT 11	6/23/2023
AV SCHOOL AGE 2	6/26/2023
INFORMATION TECHNOLOGY	7/7/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
AV ADULT 4	9/11/2023
ADULT 3 - CPP	9/11/2023
CONSUMER SERVICES 2	9/11/2023
ADMINISTRATION - EXECUTIVE	10/20/2023
AV SCHOOL AGE 3	11/20/2023
INFORMATION TECHNOLOGY	1/15/2024
AV TRANSITION 3	3/1/2024
AV TRANSITION 3	3/1/2024
AV TRANSITION 3	3/1/2024
ACCOUNTING - REVENUES	4/22/2024

New Hires Started in the month

11

Location	Pos #	Position	Hire Date
SFV	174	CSC	8/12/2024
SFV	832	CSC	8/12/2024
SFV	956	PAYROLL ACCOUNTANT	8/12/2024
SFV	950	CSC	8/12/2024
AV	88	CSC	8/12/2024
SFV	628	IT SPECIALIST I	8/12/2024
SFV	156	CSC	8/12/2024
SFV	591	CSC	8/26/2024
SFV	115	CSC	8/26/2024
SCV	784	CSC	8/26/2024
SFV	150	CSC	8/26/2024

Separations in the Month

Location	Pos #	Position
AV	334	CSC
SFV	806	CSC
AV	476	CONSUMER SERVICES DIRECTOR
SFV	10	ACCOUNTING SUPERVISOR

4

Separation Reason	Term Month
PERSONAL	8/13/2024
PERSONAL	8/28/2024
PERFORMANCE	8/22/2024
PERFORMANCE	8/19/2024

Temporary Employees Report - April 2024

FY2023-2024: 7/1/2023 - 4/30/2024

Count	Status	Job Title	Location	Department	Start Date	End Date	Days of Service	Reason	Temp to Hire, Direct Hire or Supplemental
1	Converted	Accounting Specialist	SFV	Accounting	1/23/2023	7/5/2023	117	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/15/2023	11/17/2023	67	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SCV	Case Management	8/29/2023	12/1/2023	65	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/30/2023	11/17/2023	56	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	9/20/2023	1/29/2024	88	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	10/3/2023	12/1/2023	41	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	10/10/2023	12/1/2023	36	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	10/17/2023	10/23/2023	5	Assist with DDS project	Temp Only
1	Active	Consumer Service Coordinator	SFV	Case Management	11/17/2023	2/12/2024	57	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	SFV	Case Management	11/20/2023	12/1/2023	8	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	11/21/2023	2/26/2024	64	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Active	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	12/5/2023	n/a		Assist with DDS project	Temp Only
1	Active	Office Assistant	SFV	Office Services	1/17/2024	n/a		Reception	Temp to Perm
1	New	Office Assistant	AV	Records & Document Management	4/29/2024	n/a		Assist with position while employee is on LOA	Temp Only

Department Totals	
Accounting	1
Administration	2
Community Services	2
Contracts Administration	0
Case Management	7
HR	0
Office Services	1
Records & Document Management	1
Finance Administration	0
Payroll	0
Grand Total	14

Conversion Totals	
Average Length of Service	54.91
New	1
Active	3
Converted	8
Assignment Ended	2

Temporary Employees Report - May 2024

FY2023-2024: 7/1/2023 - 5/31/2024

Count	Status	Job Title	Location	Department	Start Date	End Date	Days of Service	Reason	Temp to Hire, Direct Hire or Supplemental
1	Converted	Accounting Specialist	SFV	Accounting	1/23/2023	7/5/2023	117	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/15/2023	11/17/2023	67	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SCV	Case Management	8/29/2023	12/1/2023	65	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/30/2023	11/17/2023	56	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	9/20/2023	1/29/2024	88	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	10/3/2023	12/1/2023	41	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	10/10/2023	12/1/2023	36	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	10/17/2023	10/23/2023	5	Assist with DDS project	Temp Only
1	Converted	Consumer Service Coordinator	SFV	Case Management	11/17/2023	2/12/2024	57	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	SFV	Case Management	11/20/2023	12/1/2023	8	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	11/21/2023	2/26/2024	64	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	12/5/2023	5/24/2024	119	Assist with DDS project	Temp Only
1	Active	Office Assistant	SFV	Office Services	1/17/2024	n/a		Reception	Temp to Perm
1	Active	Office Assistant	AV	Records & Document Management	4/29/2024	n/a		Assist with position while employee is on LOA	Temp Only
1	New	Consumer Service Coordinator	SCV	Case Management	5/8/2024	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	New	Consumer Service Coordinator	SFV	Case Management	5/13/2024	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm

Department Totals	
Accounting	1
Administration	2
Community Services	2
Contracts Administration	0
Case Management	9
HR	0
Office Services	1
Records & Document Management	1
Finance Administration	0
Payroll	0
Grand Total	16

Conversion Totals	
Average Length of Service	60.25
New	2
Active	2
Converted	9
Assignment Ended	3

Temporary Employees Report - June 2024

FY2023-2024: 7/1/2023 - 6/30/2024

Count	Status	Job Title	Location	Department	Start Date	End Date	Days of Service	Reason	Temp to Hire, Direct Hire or Supplemental
1	Converted	Accounting Specialist	SFV	Accounting	1/23/2023	7/5/2023	117	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/15/2023	11/17/2023	67	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SCV	Case Management	8/29/2023	12/1/2023	65	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/30/2023	11/17/2023	56	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	9/20/2023	1/29/2024	88	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	10/3/2023	12/1/2023	41	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	10/10/2023	12/1/2023	36	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	10/17/2023	10/23/2023	5	Assist with DDS project	Temp Only
1	Converted	Consumer Service Coordinator	SFV	Case Management	11/17/2023	2/12/2024	57	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	SFV	Case Management	11/20/2023	12/1/2023	8	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	11/21/2023	2/26/2024	64	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	12/5/2023	5/24/2024	119	Assist with DDS project	Temp Only
1	Converted	Office Assistant	SFV	Office Services	1/17/2024	6/17/2024	106	Reception	Temp to Perm
1	Active	Office Assistant	AV	Records & Document Management	4/29/2024	n/a		Assist with position while employee is on LOA	Temp Only
1	Active	Consumer Service Coordinator	SCV	Case Management	5/8/2024	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Active	Consumer Service Coordinator	SFV	Case Management	5/13/2024	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm

Department Totals	
Accounting	1
Administration	2
Community Services	2
Contracts Administration	0
Case Management	9
HR	0
Office Services	1
Records & Document Management	1
Finance Administration	0
Payroll	0
Grand Total	16

Conversion Totals	
Average Length of Service	63.77
New	0
Active	3
Converted	10
Assignment Ended	3

Temporary Employees Report - July 2024

FY2024-2025: 7/1/2024 - 7/31/2024

Count	Status	Job Title	Location	Department	Start Date	End Date	Days of Service	Reason	Temp to Hire, Direct Hire or Supplemental
1	Active	Office Assistant	AV	Records & Document Management	4/29/2024	n/a		Assist with position while employee is on LOA	Temp Only
1	Active	Consumer Service Coordinator	SCV	Case Management	5/8/2024	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	SFV	Case Management	5/13/2024	7/18/2024	47	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	AV	Case Management	7/17/2024	7/31/2024	11	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm

Department Totals	
Accounting	0
Administration	0
Community Services	0
Contracts Administration	0
Case Management	3
HR	0
Office Services	0
Records & Document Management	1
Finance Administration	0
Payroll	0
Grand Total	4

Conversion Totals	
Average Length of Service	29
New	0
Active	2
Converted	0
Assignment Ended	2

Temporary Employees Report - August 2024

FY2024-2025: 7/1/2024 - 8/31/2024

Count	Status	Job Title	Location	Department	Start Date	End Date	Days of Service	Reason	Temp to Hire, Direct Hire or Supplemental
1	Active	Office Assistant	AV	Records & Document Management	4/29/2024	n/a		Assist with position while employee is on LOA	Temp Only
1	Converted	Consumer Service Coordinator	SCV	Case Management	5/8/2024	8/26/2024	77	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	SFV	Case Management	5/13/2024	7/18/2024	47	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	AV	Case Management	7/17/2024	7/31/2024	11	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	New	Office Assistant	SCV	Office Services	8/8/2024	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm

Department Totals	
Accounting	0
Administration	0
Community Services	0
Contracts Administration	0
Case Management	3
HR	0
Office Services	1
Records & Document Management	1
Finance Administration	0
Payroll	0
Grand Total	5

Conversion Totals	
Average Length of Service	45
New	1
Active	1
Converted	1
Assignment Ended	2

Board Member	Conflict of Interest	Resolution to Conflict	CRP reference link
Quiles, Ana	Several of Ms. Quiles’ relatives are employed by vendor provider Caring Family Supports.	<ol style="list-style-type: none"> 1. Recusal on matters re: to Caring Family Supports, e.g, no vote, motion, discussion, provision of opinion. 2. Recusal from activity or action re: to Caring Family Support’s contracts, POS, corrective action, review of special incidents (SIRs), drafting, vendor hearings, planning, or discussion of rules, policies, or restrictions that would directly impact CARD. 3. No access to vendor files for Caring Family Supports. 	Quiles Ana - COI Resolution Plan FY24-25 [F].pdf (submitted August 2024 for re-approval)
Seda, Vivian	Ms. Seda’s domestic partner is employed as a CSC with NLACRC.	<ol style="list-style-type: none"> 1. Recusal on matters re: NLACRC staff compensation, e.g, no vote, motion, discussion, provision of opinion. 2. Recusal from activity or action re: NLACRC staff compensation contractual matters. 	Seda Vivian - COI Resolution Plan FY24-25 [F].pdf (submitted August 2024 for approval, **Proposed Resolution, still pending waiver approval from DDS**.)
Sigala, Rocio	Ms. Sigala’s sister and father-in-law are employed by vendor Helpful Hands (who also provides consumer services to her nephew).	<ol style="list-style-type: none"> 1. Recusal on matters re: to Helpful Hands, e.g, no vote, motion, discussion, provision of opinion. 2. Recusal from activity or action re: to Helpful Hand’s contracts, POS, corrective 	Sigala- COI Resolution Plan FY24-25 [F].pdf

		<p>action, review of special incidents (SIRs), drafting, planning, or discussion of rules, policies, or restrictions that would directly impact CARD.</p> <p>3. No access to vendor files for Helpful Hands.</p>	
--	--	--	--

FY 2023-24	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Administrative Affairs		Dark		Dark	Canceled	Dark			Dark		Dark	Dark	Absences
Meeting Length	2:45		2:45				1:15	1:30		2:00			
Brian Gatus, Chair	*P		P				P	P		P			0
Andrew Ramirez	*P		P				P	AB		P			1
Lety Garcia	P		P				P	P		P			0
Ana Quiles	P		P				P	P		P			0
Andrea Devers (VAC Rep)	Ab		P				Ab	P		Ab			3

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)