

Alta California Regional Center  
2241 Harvard Street Suite 100  
Sacramento, CA 95815

Community Service and Supports Department

## Residential Vendorization Process

### MISSION

Alta California Regional Center (ACRC) creates and maintains partnerships to support all persons with developmental disabilities, children at risk, and their families in choosing services and supports through individual lifelong planning to achieve satisfying lifestyles in their own communities.

### RESIDENTIAL SERVICES

The standard for residential facilities is to provide quality care to all consumers residing in the home. It is to be a home-like environment that focuses on the needs and interests of the individual consumer. The residential facility is to provide the least restrictive environment that promotes independence while assuring the consumers' health and safety. Consideration will only be given to single story homes with a maximum licensed and regional center vendored capacity for 4 residents. Each consumer shall have his or her own bedroom. One non-ambulatory bed is required; wheelchair accessible preferred. All Level 4 facilities must be prepared to have 24 hour awake staff.

### QUALIFICATIONS

ACRC strives to interface with vendors in a productive manner that upholds our high quality standards. ACRC is seeking vendors for residential facilities who are committed to providing quality service and care to consumers. ACRC requests that interested persons apply to vendor residential facilities for which the applicant is qualified and there is an identified need.

- Level 2 - Minimum of 6 months part-time paid experience is required (at least 20 hours per week).
- Level 3 – Minimum of 9 months part-time paid experience is required (at least 20 hours per week).
- Level 4 – Minimum of 12 months full-time paid experience is required (40 hours per week).
- **Title 17 Section 56002 (1) (12) (14) (15) (17) (48) defines experience** as providing specialized training, treatment, direct care and supervision in a vendored residential care facility for persons with developmental disabilities.
  - For all service levels, applicants' must demonstrate experience and competency in a care home of the same level or higher than the residential facility to be vendored.
- **Exceptions** to these requirements will be at the sole discretion of the Regional Center (Title 17, Section 56037).

**Conflict of Interest:** persons employed by the State of California are ineligible to be a vendor for the Regional Center (Title 17, Section 54522).

## **RESIDENTIAL FACILITIES**

**Level of Care:** The State Department of Development Services has established a level of care system which promotes quality and consistency of service for consumers living in the same home. Service levels are categorized by quantity, quality, and intensity of service provision. Each residential facility is vendored at a specific service level. For more information, see service level description attached.

The vendorization process and operation of all ACRC residential facilities is governed by Title 17 of the California Code of Regulations. According to Title 17 and Title 22 all Community Care Facilities must obtain a valid Community Care License (CCL) as required by Health and Safety Code, Sections 1500 through 1569.87. The vendorization process and CCL's process can be conducted concurrently; however, final vendorization will not occur until a valid Community Care Facility license is secured from the State Department of Social Services. Vendors are to have a working knowledge of Title 17, Title 22, and ACRC Community Care Facility Vendorization Procedures.

## **CURRENT PRIORITIES:**

Alta California Regional Center's residential vendorization trends are an estimate of the residential service needs of consumers. The trends for residential vendorization are determined through various sources i.e. formal and informal surveys, communication within the agency and community input. . ACRC attempts to provide the most accurate information for the needs of service to consumers but it is important to note that the needs for residential vendorization fluctuate over time and may be alleviated quickly; sometimes without notice. ACRC makes every effort to provide the most up to date information available; however, ACRC cannot guarantee placements once a facility is vendored.

The current trends show that adult consumers are choosing independent living options versus residential care facilities. When an adult consumer considers a residential placement there is a preference towards smaller facilities and single rooms. Proposed vendors who can meet multiple behavior and/or medical needs are encouraged to apply. In addition, transition type settings for consumers wanting to move out of the families' home but not ready for Independent Living situations.

ACRC is committed to the family supporting children in their families' home. At times, this is not attainable, and ACRC seeks residential placements for children. When residential care is considered, there is a need for highly trained professionals who are equipped to manage and support multi-issued situations.

ACRC services 10 counties, with our main office being located in Sacramento. Our outlying counties include: Alpine, Colusa, El Dorado, Nevada, Placer, Sierra, Sutter, Yolo, and Yuba, with offices in Yuba City, Roseville, Placerville, Woodland, Auburn, Grass Valley, Truckee and South Lake Tahoe. We are currently looking to develop in our outlying geographic areas/counties. The needs vary depending on the area.

The first step of the process is to submit a Letter of Intent for review by a Community Services Specialist.

The letter is to contain the following information:

1. Proposed group to be served (i.e.: children, adults, adolescents)
2. Describe characteristics of the individuals you wish to serve
3. Description of services offered at the proposed facility and proposed service level.
4. Proposed location within ACRC's 10 county catchment area

In addition to the Letter of Intent, the following is required to be submitted simultaneously:

1. Resume
2. Proof of employment; which includes but is not limited to all of the following: \*
  - a. Pay stubs for 6 mo., 9 mo, or 12 mo., depending on level of care proposed
  - b. W-2 forms
3. A written statement from your supervisor at the residential care facility including (letter must be on letterhead):
  - a. Verification of experience with persons with developmental disabilities\*\*
  - b. Dates of employment
  - c. Job duties
  - d. Service level of the facility that you worked in
  - e. Type of consumers

Please mail a hard copy of the Letter of Interest and include your documents to:

Alta California Regional Center  
2241 Harvard Street, Suite 100  
Sacramento, CA 95815  
Attn: Christine Hobbs

\*ACRC reserves the right to request additional proof of employment for the experience requirement.

**HELPFUL LINKS:** additional information may be obtained at the following websites:

Alta California Regional Center: <http://www.altaregional.org>

Community Care Licensing Division: <http://www.cdss.ca.gov/inforesources/Community-Care-Licensing>

# Level of Care

(Based upon Title 17 Regulations for ARM)

*The behavioral/needs descriptions listed below are not all inclusive. A care home may only accept some of the behaviors/ needs listed or may have a “specialized” type of setting.  
This tool is meant only as a reference guide.*

## **Level 2**

Facility: Homelike environment / Rx Monitoring / Provides supportive program / Supervision & training / Participate in development of Individual Program Plans ( IPP’s); Avg. 1:6 Staff Ratio

Consumer: Minimal assistance with Activities of Daily Living (ADL’s) / Mild behaviors (teasing, screaming, resistive) / Mild non-compliance

## **Level 3**

Facility: L2 + Structured environment / Trained Staff / Avg 1:3 Staff Ratio

Consumer: Significant limitations to ADLs / Limitations in physical abilities / Mild to moderate SIB / Mild to moderate behaviors (aggression, running, wandering, tantrums, property destruction, resistive)

## **Level 4**

Facility: L3+ Highly structured environment / Predictable staff intervention / Behavior Plans / Specialized Consultation / Quarterly Progress Reviews / Enriched staffing based upon Level 4A to 4I/ May have awake staff. Some homes may have a “medical” model i.e. homes designated specifically for medically fragile children.

Consumer: Severe limitations on ADLs / Severe Behaviors / AWOL / Severe Non-compliance/Severe SIB

**Acronyms:** ADL – Activities of Daily Living; PT – Planning Team; Avg. – Average; Asst – assistance; IPP – Individual Program Plan; Rx – Prescription; SIB – Self Injurious Behavior; AWOL – Absent without leave