

FAR NORTHERN REGIONAL CENTER

Quick Reference Guide to Licensed Residential Service Provider Vendorization

1. Contact the Resource Development/Quality Assurance Specialists (RDQAS) in either the Redding office at 222-4791, the Chico office at 895-8633, or at www.farnorthernrc.org.
2. Complete the Inquiry Form and return to the RDQAS in the Redding or the Chico office.
3. Complete the following prerequisites for attending the required Residential Service Provider Orientation:
 - a. Direct Support Professional Training #1;
 - b. Direct Support Professional Training #2;
 - c. Administrator's Certificate (Group Home, Adult Residential, or Residential Care for the Elderly);
 - d. Minimum number of months of direct care experience (6 months to 12 months full-time experience providing services to individuals with developmental disabilities).
4. Potential vendor sends documentation that the prerequisites have been completed to the RDQAS in either the Redding or Chico office. The potential vendor is registered for the next available Residential Service Providers' Orientation (RSPO). The cost of the orientation is \$100.00.
5. Completion of RSPO, which is held at least two times per year.
6. Potential vendor submits Residential Proposal for approval.
7. If Residential Proposal is approved, potential vendor submits program design consistent with proposed service level.
8. RDQAS completes a preliminary facility site visit. Both the facility building and location must be approved.
9. If the Program Design is approved, a vendor application is sent to the potential vendor. The cost to process the vendor application is \$100.00.
10. Potential Vendor completes licensing process (if not already licensed).
11. Potential Vendor returns vendor application and copy of license.
12. Facility is vendored.
13. There are no guarantees of placements once vendored.

For details of the above process, refer to "The Steps for Becoming a Licensed Residential Vendor of FNRC"