

THE STEPS FOR BECOMING A LICENSED RESIDENTIAL VENDOR OF FAR NORTHERN REGIONAL CENTER

WHAT IS FAR NORTHERN REGIONAL CENTER?

Far Northern Regional Center (FNRC) is one of 21 not-for-profit regional centers located throughout the state of California serving individuals with developmental disabilities. FNRC is funded through a contract with the State Department of Developmental Services to provide, coordinate or purchase services for its clients based on their Individual Program Plans and assessed needs. A regional center can only purchase services through approved vendors. Residential care is one of the services vendored and funded for our clients. FNRC recruits new residential vendors, provides orientation to new providers, coordinates ongoing training and monitors the services and facilities of residential providers. All vendored facilities must be licensed.

WHO ARE THE FNRC CLIENTS?

The clients served by FNRC may be diagnosed with intellectual disabilities, cerebral palsy, seizure disorder, autism, an associated neurological condition, or a combination of the above disabilities. Ability levels vary with each individual. Many clients are very independent, while some clients are dependent upon others for their care and well-being. Because of the varying needs of clients, a number of different services are offered by residential facilities. All individuals will be involved in community activities, including school, day programs, employment, recreation and leisure pursuits. The variety of individual needs and interests are met in their community and from within their individual residence.

WHAT IS A RESIDENTIAL FACILITY?

A residential facility is a licensed Community Care Facility providing 24-hour non-medical care and supervision for developmentally disabled children or adults. Care and supervision includes activities such as assistance with bathing and grooming, assistance with medication and supervision of activities.

A home can be owner operated when the licensee or a member of the corporate board of directors resides at the facility.

A home is considered to be staff operated when the licensee or a member of the corporate board of directors does *not* live at the facility and employs staff to provide direct care.

WHAT IS THE LICENSING PROCESS?

FNRC only refers clients to licensed facilities (both the home *and* the owner are licensed). There are essentially three methods of obtaining a license to provide residential services in California:

(a) Community Care Licensing (CCL), a division of the State Department of Social Services, (530) 895-5003. This agency licenses regular homes to provide services to several different populations, including developmentally disabled. Homes are licensed for a capacity of one to six persons. These homes can be for either ambulatory people or non-ambulatory people. Licenses are granted according to age groups: 0-17 (Small Family Homes for Children or Group Homes), 18-59 (Adult Residential Facilities) and 60+ (Residential Care Facilities for the Elderly). Licensees/

Administrators of Adult Residential Facilities, Group Homes and Residential Homes for the Elderly must obtain their Administrator Certificate. You must contact CCL for information on their certification process.

(b) County Foster Care. Most counties have local welfare and social services departments that have authorization from the State to license homes for children. They are mainly for children who are county dependents due to abuse or abandonment. FNRC may on rare occasion place a develop-mentally disabled child into a vendored foster home.

(c) Department of Public Health (Licensing and Certification). This agency licenses acute hospitals, skilled nursing facilities and intermediate care facilities (ICF/DD-N and ICF/DD-H). Some FNRC clients with medical needs live in these types of facilities. However, these are very specialized and complex facilities usually owned and/or operated by trained medical personnel and are funded by Medi-Cal.

NOTE: FNRC's vendored facilities are almost all State licensed by CCL.

WHAT ARE THE FACILITY SERVICE LEVELS?

There are four levels of service in the current residential model funded by Far Northern Regional Center. As the level increases from Level 1 to Level 4, the facility will provide more supervision and assistance to clients. In Levels 2-4, administrators and staff provide services as stated in the approved program design written specifically each residence.

LEVEL 1:

The facility provides room, board, and general supervision. The facility does not have an approved program design. Clients who benefit from this level of service do not require planned training or assistance with activities of daily living. No Level 1 facilities are currently vendored.

LEVEL 2:

The facility provides informal training in a home-like living situation, based on an approved Program Design and the individual's IPP developed by the Interdisciplinary Team (ID Team). Clients who benefit from this level of service may require staff assistance in the areas of dressing, eating, household living skills, and demonstrating acceptable behavior during the course of normal daily activities within the home or community settings. The staff-to-client ratio is 1:6.

LEVEL 3:

The facility provides planned instruction and activities according to the facility's approved Program Design and the individual's IPP developed by the ID Team. The program design includes a description of services designed to enhance the capabilities of clients with significant deficits in self-help skills, and/or some limitations in physical coordination and mobility, and/or disruptive or self-injurious behavior. The staff-to-client ratio is 1:6 with additional staffing: 4 hours for 4th client, plus 19 hours (total 23 hours) for the 5th client, plus 19 hours (total 42 hours) for the 6th client.

LEVEL 4:

The facility provides planned instruction and activities according to the facility's approved Program Design and the individual's IPP. The Program Design includes a specific description of the instructional methods/techniques to be utilized to achieve the desired service outcomes and a methodology for measurement of the client progress toward achievement of the IPP objectives. Generally, the clients have severe deficits in self-help skills, severe impairment in physical coordination and mobility and/or severely disruptive or self-injurious behaviors. The staff-to-client ratio is one direct care staff for one client with additional weekly staffing of 36 hours for 2 clients, plus 54 hours for 3 clients, plus 54 hours for 4 clients. The total additional weekly staffing for 4 clients is 144 hours.

Residential rates for Levels 2-4 facilities are set by the California Department of Developmental Services.

CONTRACT HOMES:

The facility provides services that are required by Level 4 plus additional staffing and consultants hours negotiated in the contract.

WHAT ARE FNRC EXPECTATIONS OF A RESIDENTIAL FACILITY?

Facilities vendored will be four beds or less for a Level 2 or Level 3 facility. Level 4 facilities will only be vendored for four beds or less and must have private bedrooms. Private bedrooms for Level 2 and 3 facilities are also encouraged. Double beds are recommended for adults.

Facilities must be located in the community where clients are part of a neighborhood and close to necessary services such as medical care, day programs and public transportation. The facility must be homey, comfortable and in good repair. FNRC always has a need for facilities that can accommodate non-ambulatory residents.

Residential providers must be flexible in accommodating client schedules with regard to day programs and work. Clients must be offered choices in all aspects of their daily lives including their daily schedules, food choices and room decorations. All residential providers need to support client independence, self-advocacy and an individualized lifestyle.

WHO DO I CONTACT AT FNRC?

Any person interested in becoming a vendor of a licensed residential facility should first visit FNRC's website at www.farnorthernrc.org to review and print detailed information regarding the vendorization process. To access vendorization information, including an "Inquiry Form" that must be submitted to the regional center prior to any other vendorization steps, click on the "Vendor" tab and go to "Licensed Residences" on the drop down menu. You may also contact a FNRC Resource Development / Quality Assurance Specialist in the Redding office at (530) 222-4791 or the Chico office at (530) 895-8633.

WHAT IS THE RESIDENTIAL SERVICE PROVIDERS' ORIENTATION?

The regional center shall provide a Residential Service Providers' Orientation for all prospective vendors of licensed residential services. The administrator of a residential facility must complete the orientation before the admission of the first regional center client or when two or more years have elapsed since he/she last served as an administrator. All newly hired administrators for any existing residential facility must also complete the orientation.

The orientation is offered twice per year, once in the spring and once in the fall. The training includes an overview of Title 17, specifically regarding elements of program design, vendorization procedures, service level approval, regional center evaluation and monitoring processes, access requirements, and clients' rights.

WHAT ARE THE PREREQUISITES FOR ATTENDING THE RESIDENTIAL SERVICE PROVIDERS' ORIENTATION?

Prior to attending the Residential Service Providers' Orientation, the potential residential vendor must complete all of the following:

- Direct Support Professional Training # 1
- Direct Support Professional Training # 2
- Administrator's Certificate
- The minimum number of months of required direct care experience

An administrator must have a minimum of 6 months' experience providing direct supervision and supports to individuals with developmental disabilities for a Level 2 facility, 9 months' experience for a Level 3 facility, and 12 months' experience for a Level 4 facility.

The potential residential vendor must provide documentation of completion of the above areas to the RDQAS in either the Redding or Chico office in order to register for the orientation. When the documentation is received, the potential vendor will be sent a registration form for the next available orientation detailing the location, dates and times of the orientation classes.

In addition, it is expected that the potential vendor be familiar with the appropriate sections of Title 17, California Code of Regulations, Chapter 3, Community Services, Subchapter 4. Residential Services and Quality Assurance Regulations, and Title 22, California Code of Regulations, Division 6.

WHAT IS THE DIRECT SUPPORT PROFESSIONAL TRAINING?

The Direct Support Professional (DSP) Training and/or testing is required for all direct care staff that provide care and supervision to clients in a licensed facility vendored with a regional center. Administrators are also required to pass the Challenge Test or Training. DSPs can take the Challenge Test, but the pass percentage is very low, so most DSPs complete the Training and do not attempt the Challenge Test. The DSP Training in the FNRC area is provided by the Butte County Regional Occupational Program (ROP). To register for the Training, call the ROP office at (530) 532-5866. If you are not already working in a vendored facility, you will need a letter from FNRC allowing you to register for the trainings. Contact the RDQAS in either the Redding or Chico to request a letter.

WHAT IS A RESIDENTIAL PROPOSAL?

After completion of the Residential Service Provider Orientation, the potential residential vendor will be requested to submit a Residential Proposal to FNRC. The proposal should describe as accurately as possible the type of residential facility that is proposed, the type of clients to be served and the details of the potential vendor's qualifications and experience. The completed proposal should be returned to the RDQAS in FNRC's Redding or Chico office. The Community Services Committee (CSC) reviews the Residential Proposal, and the person submitting the proposal is notified of any decision or recommendation made by the CSC.

WHAT IS A PRELIMINARY FACILITY VISIT?

Along with a review of the Residential Proposal, the RDQAS will schedule a visit to see the proposed facility. The purpose of the visit is to review the physical plant for adequate space for

sleeping, eating, storage of personal belongings, indoor and outdoor recreation areas, privacy, cleanliness, etc. The home should be in good repair, homey and cheerfully decorated. The location should be in town where activities, day programs and transportation are easily accessible. Facilities with 4 beds or less are preferred, and no facilities for Level 2 or Level 3 over 6 beds will be accepted. Private rooms are also preferred. Two-story houses are generally not approved. Prospective providers are referred to the appropriate licensing agencies at this time if prior contact has not been made by the provider.

WHAT IS THE FACILITY SERVICE LEVEL APPROVAL PROCESS?

A potential residential vendor shall submit a written request (the Residential Proposal) to FNRC to establish an approved service level 2, 3, or 4 facility. Once the Residential Proposal is approved by the CSC, the potential vendor will then submit a program design consistent with the proposed service level to FNRC.

WHAT IS THE PROGRAM DESIGN?

The written program design shall be based upon the principles of normalization as measured by client participation in a variety of integrated, age-appropriate activities which take place in natural environments at home, work, in the community, and during leisure time. The program design will provide detailed information about the types of clients to be served, descriptions of services to be provided, staffing, the consultants to be used, and other information specific and unique to the proposed facility. An outline of the components of a program design will be provided and discussed during the Residential Service Providers' Orientation.

HOW IS THE PROGRAM DESIGN REVIEWED AND APPROVED?

The program design is submitted to the RDQAS for review. Within forty-five (45) days of the receipt of the program design, FNRC will review the request and provide written notification to the applicant of the:

- (a) required changes to the program design needing completion before approval can proceed;
- (b) approval of the requested service level and the effective date for the approved level; or
- (c) disapproval of the requested service level specifying the reason(s) for disapproval.

HOW DO I BECOME VENDORED WITH FNRC?

The residential facility may apply for vendorization after the program design is approved and a license has been issued. At that time, FNRC will send the licensee a vendor packet which must be completed and returned to FNRC for processing along with a copy of the current license and the Residential Service Provider' Orientation Certificate of Completion or notification of completion (letter).

FNRC DOES NOT CHARGE THE COST FOR PROCESSING THE VENDOR APPLICATION

Vendorization does not guarantee FNRC utilization of the residential services.

To contact the Resource Development Quality Assurance Specialist:

FNRC Redding Office (Tehama, Shasta, Trinity, Lassen, Siskiyou, and Modoc Counties)
Kao Saechao or Fuey Saechin
P. O. Box 492418
Redding, CA 96049-2418
(1900 Churn Creek Rd., Suite 319, Redding, CA 96002)
(530) 222-4791

FNRC Chico Office (Butte, Glenn, and Plumas Counties)
Katie Inks
1377 East Lassen Ave.
Chico, CA 95973
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www.farnorthernrc.org