



South Central Los Angeles Regional Center  
*for persons with developmental disabilities, inc.*

# Becoming a “Vendored” Service Provider

**Acceptance. Inclusion. Support.**

# Introduction & House Keeping

# Overview

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# Purpose

To provide information to community partners who are interested in becoming a “vendored” service provider.

Service providers are vendored by the Regional Center in whose catchment area the service is located, known as the “vendoring” regional center. The vendoring regional center is responsible for ensuring that the applicant meets licensing and Title 17 requirements for vendorization, determining the appropriate vendor category for the service to be provided, and approving or disapproving vendorization based upon their review of the documentation submitted by the applicant.

# What Is Vendorization?

Vendorization is a process within the Regional Center system for identification, selection, and utilization of service providers **based on the qualifications and other requirements necessary** in order to provide the services for the people the regional center serves.

The “vendorization” process allows regional centers to verify, prior to the provision of services to consumers, that an applicant meets all of the requirements and standards specified in regulations prior to the provision of services to individuals. Applicants who meet the specified requirements and standards are assigned a service code and an unique vendor identification number.

# Review of CCR 17, Section 54342

- ❖ Providers are encouraged to review this section of regulations to determine the Type of Services they would like to develop. For example, if you want to provide Adaptive Skills, this is Service Code (SC) 605. This section of the regulation also outlines the qualifications .....

# 54342

## § 54342. Types of Services.

17 CA ADC § 54342 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS  
 Barclays Official California Code of Regulations Currentness  
 Title 17, Public Health  
 Division 2, Health and Welfare Agency - Department of Developmental Services Regulations  
 Chapter 3, Community Services  
 Subchapter 2, Vendorization  
 Article 3, Vendor Numbers and Service Codes

17 CCR § 54342

### § 54342. Types of Services.

(a) The following service codes shall be assigned to the following types of services:

(1) Activity Center - Service Code 505. Activity Centers shall meet the requirements in Sections 56710 through 56756 of these regulations for the specific service being vendored.

(2) Acute Care Hospitals - Service Code 700. A regional center shall classify a vendor as an acute care hospital if the vendor is either:

(A) An acute care hospital which is validly licensed as such by DHS, and which provides inpatient care 24-hours per day; or

(B) An acute psychiatric hospital which is validly licensed as such by DHS, and which provides care for the mentally disordered, incompetent persons referred to in Welfare and Institutions Code, Sections 5000 to 5550.

(3) Adaptive Skills Trainer - Service Code 605. 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:

(A) 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

(B) Have at least one year of experience in the design and implementation of adaptive skills training plans.

# Review of CCR 17, Section 54310

- ❖ Vendor Application Requirements include but are not limited to financial strength, qualification, license, accreditation, certificate, business license, insurance, registration, permit, academic degree, business address within the catchment area of the vendoring regional center, and completion of a DS1891.



# 54310

## § 54310. Vendor Application Requirements.

17 CA ADC § 54310 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS  
 Barclays Official California Code of Regulations [Currentness](#)  
 Title 17. Public Health  
 Division 2. Health and Welfare Agency - Department of Developmental Services Regulations  
 Chapter 3. Community Services  
 Subchapter 2. [Vendorization](#)  
 Article 2. [Vendorization](#) Process

17 CCR § 54310

## § 54310. Vendor Application Requirements.

- (a) An applicant who desires to be [vended](#) shall submit Form DS 1890 (7/2011), entitled Vendor Application, and the information specified in (1) through (10) below, to the [vending](#) regional center.
- (1) Applicant's name, including the name of any governing body or management organization;
  - (2) Applicant's Social Security Number, Federal Tax ID number, or a copy of any document accepted by the federal government which establishes identity of applicant;
  - (3) Applicant's mailing address;
  - (4) Address of service, if applicable;
  - (5) Name of family member, owner or executive director, as applicable;
  - (6) Types of service to be provided;
  - (7) Telephone number;
  - (8) Facility capacity, if applicable;
  - (9) Identification of the type of consultants, subcontractors and community resources to be used by the vendor as part of its service.
  - (10) Copies of:
    - (A) Any license, credential, registration, certificate or permit required for the performance or operation of the service, or proof of application for such document;
    - (B) Any academic degree required for performance or operation of the service;
    - (C) Any waiver from licensure, registration, certification, credential, or permit from the responsible controlling agency;
    - (D) The proposed or existing program design as required in Sections 56712 and 56762 of these regulations, if applicable, for applicants seeking [vendorization](#) as community-based day programs;
    - (E) The proposed or existing staff qualifications and duty statements as required in Sections 56722 and 56724 of these regulations for applicants seeking [vendorization](#) as community-based day programs;

# What's Next?

- ❖ Review CCR, Title 17 Section 54342 & 54310 and visit the [CCL](#) website.
- ❖ SCLARC will announced and/or publish our resource development need through a Request for Proposals (RFP).
- ❖ SCLARC will issue a Request for Proposal (RFP – see next slide for details) [Welfare & Institutions Code Section (WIC) 4648.11]. This is usually found on our website and are often published each year at around the same time with and/or without funding for Community Placement Plan (CPP) and/or Community Resource Development Plan (CRDP).
- ❖ SCLARC's Resource Development department will engage with you when we have an RFP and you have applied for that specific RFP.

# What's Next? Continues....

- ❖ The RFP process ensure that we have equity and diversity in the selection process for qualified providers. The RFP process ensures that [per WIC 4648.11]:

“(b), a request for proposals that is prepared by a regional center for consumer services and supports shall include a section on issues of equity and diversity.

(2) The section on equity and diversity shall request, but not be limited to, all of the following information:

- (A) A statement outlining the applicant’s plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations.
- (B) Examples of the applicant’s commitment to addressing the needs of those diverse populations.
- (C) Any additional information that the applicant deems relevant to issues of equity and diversity.

- (b) A request for proposals that applies only to specifically identified consumers is required only to request information on how the applicant plans to provide culturally and linguistically competent services and supports to those specific consumers.”

# What's Next? Continues....

## ❖ Submit to SCLARC

- A letter of intent based on the Request For Proposal (RFP) guidelines. Include the address of the office location (in a business zone), a brief description of the services you wish to provide in accordance with Title 17, Section 54342.
- Resume(s) outlining direct experience with the intellectual and developmentally disabled population, as well as completed education and training.
- Provide verification of experience (paystubs, CCL association, etc.).
- Provide verification of certification, license, education transcript and/or degree.
- Complete the Vendor Disclosure Form (DS1891). This document will be submitted for a Medi-Cal fraud and abuse background check.
- Ensure that the service location is in SCLARC's assigned catchment area.

# Is there more?

- ❖ SCLARC has a Request for Proposal (RFP) and Direct Procurement Process. SCLARC will publish, email blast and/or use SCLARC's website to announce the type of resources we need.
- ❖ It is highly recommended that you check SCLARC website for RFPs and work with SCLARC closely prior to buying, engaging or providing a letter of interest to know what the needs are.....vendorization does not guarantee referrals.
- ❖ SCLARC recommends attending at least one (1) monthly information session at SCLARC regarding Vendorization.
- ❖ Once you have done all of the following, then a SCLARC resource developer will be assigned to you based on the RFP posted, and contact you to explain the development process and additional vendorization requirements.

# Is there more? Continues...

- ❖ SCLARC does not keep any incomplete submissions (i.e., program design).
- ❖ Please note the vendoring regional center shall review the vendor application identified in Section 54310(a) and, as applicable, (d) or (e) within 45 days after receipt from the applicant, to ensure **ALL** the required requirements are met. Therefore, per Title 17 CCR § 54320 (b) If an applicant submits an incomplete vendor application, the regional center shall take no further action until all required information is received, and any investigation pursuant to § 54320 (a) (6) is resolved.
  - The 45 days does not start until **ALL** information are received.
  - The 45 days can restart again if information are received in pieces.



# Q & A

# Resources & Information

- ❖ **DDS** – Department of Developmental Services (DDS). Under the Lanterman Developmental Disabilities Services Act, DDS is responsible for overseeing the coordination and delivery of services and supports to more than 360,000 Californians with developmental disabilities including cerebral palsy, intellectual disability, autism, epilepsy and related conditions. The state’s service system is designed to meet the needs and choices of individuals at each stage of their lives, and, to the extent possible, serve them in their home communities, providing choices that are reflective of lifestyle, cultural and linguistic backgrounds. DDS contracts with 21 regional centers across California.
- ❖ **CCL** – Community Care Licensing (CCL) is under the division of California Department of Social Services. CCL is responsible for licensing adult, child, and family day and/or care homes. CCL regulates the number of children or adult to be cared for as well as the number of adult caregivers. Licensing sets staff and caregiver qualifications that are based on education and experience. The caregiver or center must meet specific health, nutrition, maintenance, and safety.
- ❖ **CCR** - The California Code of Regulations (CCR), is **the official compilation and publication of the regulations adopted, amended or repealed by state agencies pursuant to the Administrative Procedure Act (APA)**. Properly adopted regulations that have been filed with the Secretary of State have the force of law. Regional Centers will utilize but not limited CCR, [Title 17](#) and [CCR Title 22](#).
- ❖ **WIC** - Welfare and Institutions Code “Law of the Land”. The range of issues addressed in this Code includes services relating to welfare, dependent children, mental health, handicapped, elderly, delinquency, foster care, Medi-Cal, food stamps, rehabilitation, and long-term care, just to name a few.



# Resources & Information

- ❖ DDS General website - <https://www.dds.ca.gov/>
- ❖ DDS FAQ - <https://www.dds.ca.gov/rc/vendor-provider/vendorization-process/vendorization-rates-frequently-asked-questions/>
- ❖ CCL Website - <https://www.cdss.ca.gov/inforesources/community-care-licensing>
- ❖ Westlaw CCR - <https://govt.westlaw.com/calregs/Search/Index>
- ❖ Lanterman Act & Related Laws - <https://www.dds.ca.gov/transparency/laws-regulations/lanterman-act-and-related-laws/>