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

Resource Development Request To Interested Persons



Resource Type: General Self-Directed Supports for Individuals (Service Code 099)

Virtual Informational Session: November 9, 2022

**SDP – General Self-Directed Supports
Service Code 099
Rate: \$49.24 per hour**

Description of Resource Need:

General Self-Directed Supports are authorized to be provided after a Self Determination Program (SDP) orientation and before a potential SDP participant is

enrolled in the SDP. This service is for any assistance, coaching and/or training support needed by a potential SDP participant and their family or their representative, to successfully enroll in SDP.

Scope of Services:

1. Individual program planning:
 - a. Coordination with an individual who provided the Initial Person-Centered Plan.
 - b. Assistance at the individual program planning meeting to identify the potential SDP participant's needs, goals, and services in the SDP.

2. Coordinating how services and supports are provided:
 - a. Finding and hiring qualified staff or an agency provider.
 - b. Negotiating staff pay or provider rate.
 - c. Understanding the process for obtaining criminal background checks for staff, if applicable.
 - d. Basic information about who can provide services (e.g., qualifications, rules on who may or may not be paid).
 - e. Basic information about how to manage staff (e.g., setting expectations and hours of work, timely submission and claiming for hours worked).
 - f. Coaching on all aspects of onboarding and training staff.

3. Managing the 12-month SDP individual budget through the spending plan:
 - a. Education about generic sources of funding to maximize use of SDP funds.
 - b. Understanding the process/assistance to obtain a certified 12-month budget, understanding how an SDP individual budget is developed and reviewing/developing the individual spending plan.
 - c. Learning and developing basic skills in budgeting and tracking monthly expenditures.
 - d. Basic information about the use of SDP funds (e.g., as required in state or federal law and regulations).
 - e. Assistance with establishing communication and coordination between the regional center, FMS provider, and staff.

SCLARC will host a virtual informational session to support potential applicants and to address questions about this unique opportunity via Zoom on November 9, 2022, from 3:30-4:30 PM

<https://us06web.zoom.us/j/89097359581?pwd=QkFnUjJHakRMcWs4UitxTWxpeDBiUT09>

Meeting ID: 890 9735 9581

Passcode: 226183

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Qualifications:

1. Must have an office in South Central Los Angeles Regional Center (SCLARC) catchment area.

2. Must have knowledge and/or experience in each of the following:
 - a. knowledge of people with developmental disabilities through lived experience and/or one year of formal paid experience.
 - b. completion of a training course about the self-determination program; and
 - c. knowledge of the Lanterman Developmental Disabilities Services Act, including SDP requirements.
3. Must have knowledge of Person-Centered Thinking, planning and/or approaches.
4. Must have knowledge of HCBS final rule.
5. Must not have had any corrective action plans within the last 12 months, been terminated for vendorization by a regional center, received a non-compliance letter from a regional center, and/or be currently under investigation for non-compliance.
6. Must complete SCLARC Vendor application process including but not limited to:
 - a. The person/entity must have a vendor number and be approved for vendorization prior to providing services.
 - b. Sign an agreement as to the services to be provided, as per the DDS Directive of July 28, 2022.
 - c. Completion of a Vendor Application for SCLARC (including but not limited to Form DS1890) – DS1890 is a form to provide basic information, such as the name, and address of the person / entity to be reimbursed. All sections of this form are to be completed (including Social Security Number (SSN) or Employer Identification Number (EIN) of person/entity receiving the reimbursement).
 - d. Completion of Applicant / Vendor Disclosure Statement (Form DS1891) - Every applicant or vendor must complete and submit this disclosure statement as part of a complete application packet for vendorization or upon request of the vendoring regional center. This form requires that the applicant provide his/her Social Security Number. For entities, SSNs of board members/owners is also required.
 - e. HCBS Provider Agreement/Medi-Cal Provider Form – as a federally reimbursed system, we are required to have all applicants complete this form.
 - f. Completion of a W-9 form – this is required by the IRS.
 - g. Completion of an E-billing form — so you can be paid.
 - h. Copy of certificate, license, or credential that exhibit the applicant's qualification.
 - i. Copy of valid and current identification, such as a driver's license, CA ID, or passport.
 - j. Copy of Social Security Number or IRS statement for the EIN.
 - k. Copy of insurance criteria and requirements (**Enclosure**).

Application Package (all items must be included):

1. Submit a letter of interest summarizing your qualification and/or experience.
2. Provide an office address within SCLARC's catchment area.

Costs for Proposal Submission:

Applicants responding to this Request for Proposal shall bear all costs associated with the development and submission of their RFP Application Packet. No costs shall be charged to SCLARC, the Department of Developmental Services, or the State of California.

Deadline:

Application Packets will be reviewed in the order it was received (first come, first served). Application Packets will be stamped with the date and time of receipt.

Submit:

By e-mail to: vendocs@sclarc.org
By mail or drop off to: Department of Community Services & Family Support
South Central Los Angeles Regional Center
2500 S. Western Avenue, Los Angeles, CA 90018



SCLARC | 2500 S Western Ave, Los Angeles, CA 90018

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