

The SG/PRC Service Area is comprised of the El Monte, Foothill & Pomona health districts & the cities located in these districts:

Altadena	Diamond Bar	Pomona*
Arcadia	Duarte	Rowland Heights
Azusa	El Monte	San Dimas
Baldwin Park	Glendora	Sierra Madre
Bassett	Hacienda Heights	S. El Monte
Bradbury	Irwindale	Temple City*
City of Industry	La Puente	Valinda
Charter Oak	La Verne	Walnut
Claremont	Monrovia	West Covina
Covina	Pasadena*	Whittier*

* Portion of these cities shared with another Regional Center

How you can prepare:

- **Obtain full time employment in a licensed, residential facility as a Direct Support Professional (DSP)**
 - 、 You must provide direct supervision and special services to persons with developmental disabilities.
- **Obtain Direct Support Professional Training**
 - 、 Administrators must take full course for both DSP Year 1 and DSP Year 2.
- **Sign up for Residential Services Orientation (RSO)**
 - 、 Must be taken at Regional Center where proposed facility is located.
- **Sign up for trainings**
 - 、 SG/PRC has Technical Assistance trainings on the 4th Thursday of each month.
- **Sign up for crisis intervention training if you are developing a behavioral home [Levels 4A-4I]**
 - 、 PCMA, Pro-Act, or CPI.
- **Have knowledge of both Title 17 and Title 22 regulations**
- **Become familiar with the population you intend to serve and learn how to provide services to them including advocating for them in school settings, work programs, doctor offices, psychiatrist offices, social and recreational settings, etc.**

Community Care Facilities (CCF)

CCF's are non-medical facilities which provide 24-hour care and supervision to individuals. CCF's are licensed by the Department of Social Services Community Care Licensing Division (DSS-CCLD).

Types of CCF's:

Small Family Home (SFH):

SFH is an owner-operated residential facility for children 0-17 years of age.

Group Home for Children (GHC):

GHC is a staff-operated residential facility for children 0-17 years of age.

Adult Residential Facility (ARF):

ARF is an owner-operated or staff-operated facility for adults 18-59 years of age.

Residential Care Facility for the Elderly (RCFE):

RCFE is an owner-operated or staff-operated facility for seniors 60 years or older.

Adult Residential Facility for the Persons with Special Health Care Needs (ARFPSHN):

ARFPSHN is a staff-operated facility for Adults 18-59 who are medical fragile.

Enhanced Behavioral Support Home (EBSH):

EBSH is a long-term staff-operated facility for children or adults with challenging behaviors.

Community Crisis Home (CCH):

CCH is a short-term staff-operated facility for children or adults who are at risk for institutionalized placement.

You can access CCLD information by going to their web site: www.cclld.ca.gov

PRE - LICENSING INSPECTIONS

Some cities or county Fire Departments offer pre-licensing inspections.

The County of Los Angeles Fire Department, Institutions Unit, (562) 696-2034, may assist with information and/or a visit on how to obtain a fire clearance.

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The Steps to Becoming a Regional Center Residential Service Provider



San Gabriel / Pomona
Regional Center

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What are the Regional Centers?

Regional centers are non-profit, private corporations that contract with the Department of Developmental Services (DDS) to provide or coordinate services and supports for individuals with developmental disabilities.

They have offices throughout California to provide a local resource to help find and access the many services available to individuals and their families.

There are 21 locally based regional centers located throughout California, and seven (7) regional centers serving Los Angeles County.

What is a developmental disability?

The term developmental disability refers to a severe and chronic disability that is attributable to a mental or physical impairment that begins before an individual reaches adulthood. These disabilities include:

- Intellectual Disability
- Cerebral Palsy
- Epilepsy
- Autism
- Any disabling conditions closely related to intellectual disability or requiring similar treatment.

The disability must have originated before the age of 18, be expected to continue indefinitely, and constitutes a substantial handicap for the individual. A developmental disability does not include solely physical, learning, and psychiatric conditions.

The steps to becoming a regional center residential provider in Los Angeles County:

1. Contact the Regional Center that serves the health district where your proposed facility site is going to be located to determine if there is a need. Attend and pass the Residential Services Orientation (RSO) given by the appropriate Regional Center. **(Certificate is valid for 2 years)**
2. Regional Centers require that all potential Licensees/Administrators have experience providing direct supervision and special services to persons with developmental disabilities in a licensed residential setting. Service level approval will be restricted to those licensees who qualify as the Administrator as defined in Title 17 & 22.

Service Level	Minimum Experience Full-Time
Level 2	6 Months
Level 3	9 Months
Level 4A - 4I	12 Months

3. The Lanterman Developmental Disabilities Services Act requires that the regional center determine the Licensee's/Administrator's ability to deliver quality services and support which can accomplish all or part of the Individual Program Plan (IPP) for the person eligible for regional center services. A review of the Licensee's/ Administrator's experience, education, and knowledge of Title 17 sections 56001-56207 as presented in program design will be used to make this determination.

A copy of Title 17 can be obtained on the internet at www.dds.ca.gov

4. Enroll in the Orientation (Component 1) presented by Community Care Licensing Division (CCLD) to determine:
 - Facility type desired.
 - Whether your facility will be owner-operated or staff-operated.
 - If there will be live-in staff or shift staff; &
 - What your responsibilities will be.
5. Submit a program design for the requested Service Level that meets the expectations of Title 17 and SG/PRC Best Practices. SG/PRC will provide you with writing guidelines to assist you with the development of the program design. Regional center has **45 days** to review your program design to determine if it is complete and that you have complied with the provisions of Title 17 of the California Code of Regulations.

As part of this process, SG/PRC will also review the licensing application to ensure all items are met and facilitate processing.

6. Complete Vendor Application (Form DS 1890). Send the vendor application to the regional center with all the required documentation, including copy of facility license. Regional center has **45 days** to review your application to determine if it is complete and that you have complied with the provisions of Title 17 of the California Code of Regulations.
7. If your vendor application is approved your facility will be given a **Vendor Number**. A **Service Level Designation** will be assigned according to the approved program design.
8. The successful completion of all the above **does not guarantee referral or placement** of residents in the facility. (Title 17, Section 54322).