

**BASIC REQUIREMENTS FOR DEVELOPMENTAL SERVICES PROVIDERS
OF SUPPORTED LIVING AND JOBS AND DAY TRAINING SERVICES AND
EXISTING PROVIDER ORGANIZATIONS**

Regional Center

Desert Regional Center
Rural Regional Center
Sierra Regional Center

Chief of Quality Assurance

Lisa Selthofner
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SECTION A

Copies of the following items must be submitted and on file with the Regional Center:

- ☐ Business License (as applicable)
- ☐ Articles of Incorporation/By Laws and Related Documentation, include List of Board of Directors (as applicable for non-profit corporations), or Organizational Chart.
- ☐ Proof of Liability Insurance or Homeowner's/Rental Liability Insurance (as applicable)
- ☐ Proof of Registration and Insurance for all Agency Owned or Leased Vehicles
- ☐ Proof of Worker's Compensation Insurance for Employees
- ☐ HIPAA Business Associate Agreement with Regional Center
- ☐ JDT only: Proof of Compliance with Fire Regulations (as applicable for each site)
- ☐ JDT only: Wage and Hour Certification (as applicable)
- ☐ Business email address

SECTION B

Policies and procedures must be signed and dated and available at provider agencies for review at time of on-site visit. Copies must be submitted to the Regional Center upon request:

- ☐ Personal Rights and Responsibilities
- ☐ Incident Reporting

DS-QA-
Revised 4/24/06

**EXHIBIT H – GroupHomes
Document consists of 3 pages.
Entire Exhibit provided.
Meeting Date: 01-27-10**

- ☐ Abuse, Neglect and Exploitation
- ☐ Grievance Procedures for Employees
- ☐ Grievance Procedures for People Served
- ☐ Disaster and Emergency Planning
- ☐ Positive Behavioral Supports
- ☐ Procedure for Obtaining Medical Information for People Served
- ☐ Monitoring and Provision of Medical and Medication Supports
- ☐ Financial Accountability and Responsibility for the Organization
- ☐ Financial Accountability and Responsibility for People Served (as applicable)
- ☐ Due Process Review Procedure for use of Restrictive Procedures & Restriction of Rights
- ☐ Hiring Policies and Background Screenings
- ☐ Development and Implementation of House Rules or Work Rules (JDT)
- ☐ Policy on Use of Volunteers (as applicable)
- ☐ Quality Assurance Procedures

SECTION C

The following information must be collected and maintained on each employee, and must be available to the Regional Center for review at time of on-site visit:

- ☐ Proof that professional staff that are responsible for the supervision, program development, implementation and monitoring of program(s), have required qualifications. Qualifications include a bachelor's degree in psychology, social work, or a related field from an accredited college or university, and at least one year of professional experience in programs for people with mental retardation or related conditions. Qualifications in rural counties with a population under 50,000, include at least three years professional experience in programs for people with mental retardation or related conditions in lieu of a bachelor's degree
- ☐ Local Law Enforcement Background Check (within last 3 months)
- ☐ Proof of FBI Background Check (submittal of fingerprints within last 6 months)

- ☐ Proof That at Least Three Reference Checks were Completed (no more than one personal source and two professional sources)
- ☐ Copy of Social Security Card
- ☐ Confidentiality Statement
- ☐ Proof of Training Records Verifying Orientation and Annual Training on Policies for All Employees
- ☐ Proof of First Aid and CPR Training, and Orientation to Emergency Procedures Within 90 Days of Employment. Prior to Certification and Orientation the Employee Must be Teamed With a Certified and Trained Staff, and Will Not be Assigned to Work Independently with People Served
- ☐ Proof of Valid Driver's License for all Staff who Transport People Served
- ☐ Proof of Current Vehicle Registration for all Personal Vehicles used in Transport
- ☐ Proof of Liability Insurance for all Personal Vehicles used in Transport