

**2015 PERFORMANCE CONTRACT ACTIVITIES**

**PUBLIC POLICY**

|    |  |   |
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|    | <i>MEASURE</i>   |   |
| 1. | Number and percent of Regional Center caseloads in Developmental Centers |   |
|    | <i>ACTIVITIES</i>  |   |
|    | a.   | Develop and implement the Community Placement Plan  |
|    | b.   | Provide regular training to Service Providers to increase their skills to serve clients who are in danger of being placed into an IMD facility and/or have serious mental health or behavioral challenges |
|    |  |   |
|    | <i>MEASURE</i>   |   |
| 2. | Number and percent of minors residing with families                      |   |
|    | <i>ACTIVITIES</i>  |   |
|    | a.   | Continue advocating for services and coordination with local mental health agencies   |
|    | b.   | Encourage parents/families to access community based social and recreational activities that are available in their local communities   |
|    | c.   | Provide training to parents on topics such as behavior intervention that increases their capabilities   |
|    | d.   | Provide training to parents on intervention options for clients diagnosed with autism including the on line behavioral training   |
|    | e.   | Refer minors to appropriate mental health resources   |
|    | f.   | Continue the SG/PRC Bio-Behavioral Clinic and Psychiatric Consultations   |
|    | g.   | Advocate for the increased use of In-Home Support Services (IHSS) for clients and families  |
|    | h.   | Assist families in securing SSI benefits  |
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|    | <i>MEASURE</i>  |  |
| 3. | Number and percent of adults residing in independent living |  |
|    | <i>ACTIVITIES</i>   |  |
|    | a.  | Service Coordinators will discuss at the IPP meeting independent and supported living options and provide written materials describing these services.               |
|    | b.  | Provide training to Service Coordinators, clients and family members regarding independent and supported living  |
|    | c.  | Advocate on the local and state level for affordable housing   |
|    | d.  | Service Coordinators will review individuals residing in residential facilities for possible referral to independent or supported living.                            |
|    | e.  | Provide information to clients, parents and staff regarding ILS  |
|    | <i>MEASURE</i>  |  |
| 4. | Number and percent of adults residing in supported living   |  |
|    | <i>ACTIVITIES</i>   |  |
|    | a.  | Service Coordinators will discuss, at the time of the IPP meeting, independent and supported living options and provide written materials describing these services. |
|    | b.  | Provide training to Service Coordinators, clients and family members regarding independent and supported living  |
|    | c.  | Advocate on the local and state level for affordable housing   |
|    | d.  | Work with SLS vendors to increase their capacity to serve individuals with forensic, behavioral, mental health, and medical needs                                    |

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| 4. | Number and percent of adults residing in supported living               |   |
|    | <i>ACTIVITIES (cont'd)</i>  |   |
|    | e.  | Service Coordinators will review individuals residing in residential facilities for possible referral to independent or supported living.         |
|    | f.  | Provide information to clients, parents and staff regarding SLS   |
|    | <i>MEASURE</i>  |   |
| 5. | Number and percent of adults residing in Adult Family Home Agency homes |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Discuss Adult Family Home Agencies as an option whenever living options are being reviewed with Service Coordinators, clients, and families       |
|    | b.  | Encourage current Adult Family Home Agencies to recruit family homes to meet the needs of clients with challenging behaviors and/or medical needs |
|    | c.  | Service Coordinators will review individuals who need a new living arrangement for referral to Adult Family Home Agency homes                     |
|    | d.  | Provide training to Service Coordinators and family members on Adult Family Home Agency homes   |

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|    | <i>MEASURE</i>   |   |
| 6. | Number and percent of adults residing in family homes (home of parent or guardian) |   |
|    | <i>ACTIVITIES</i>  |   |
|    | a.   | Advocate for the increased use of In-Home Support Services (IHSS) for clients and families  |
|    | b.   | Assist families in securing SSI benefits as soon as possible when a client becomes an adult   |
|    | c.   | Continue advocating for services and coordination with local mental health agencies   |
|    | d.   | Refer adults with mental health needs to appropriate mental health services including the SG/PRC Bio-Behavioral Clinic and SG/PRC Psychiatric Consultants |
|    | e.   | Encourage clients, parents, and families to access community based social and recreational activities that are available in their local communities       |
|    | f.   | Provide training to parents and families to increase their skills and knowledge related to developmental services   |
|    | g.   | Provide training to parents on resources for clients diagnosed with autism  |
|    | <i>MEASURE</i>   |   |
| 7. | Number and percent of adults residing in home settings                             |   |
|    | <i>ACTIVITIES</i>  |   |
|    | a.   | See Activities in #3, #4, #5 and #6   |

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|    | <i>MEASURE</i>   |   |
| 8. | Number and percent of minors living in facilities serving > 6  |   |
|    | <i>ACTIVITIES</i>  |   |
|    | a.   | Continue to work with large facilities to reduce their size   |
|    | b.   | Do not develop new residential resources that serve more than six residents   |
|    | c.   | Service Coordinators will review cases of all minors living in facilities that serve more than six (6) for possible referral to facilities serving six (6) or less    |
|    | d.   | Provide assistance for placements by the Los Angeles Department of Children Services so that appropriate resources are selected                                       |
|    | <i>MEASURE</i>   |   |
| 9. | Number and percent of adults living in facilities serving > 6. |   |
|    | <i>ACTIVITIES</i>  |   |
|    | a.   | See Activities in #8 (a, b).  |
|    | b.   | Service Coordinators will review cases of all adults residing in facilities that serve more than six (6) for possible referral to facilities serving six (6) or less. |

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|     | <i>MEASURE</i>   |   |
| 10. | Number and percent of adults with earned income and average wage (aggregate) |   |
|     | <i>ACTIVITIES</i>  |   |
|     | a.   | Develop SGPRC employment First Policy   |
|     | b.   | Collaborate with supported employment programs to encourage the continued securing of jobs for SG/PRC clients                 |
|     | c.   | Collaborate with public schools to prepare students for work  |
|     | d.   | Provide information and training to parents and clients regarding the benefits of work including how work affects SSI and SSA |
|     | e.   | Advocate for improved public transportation, including the Los Angeles Paratransit System (ACCESS)                            |
|     | f.   | Review best practices for employment outcomes and develop actions to improve outcomes in the SG/PRC area                      |
|     | g.   | Refer clients to employment programs that have the highest success in securing competitive integrated employment for clients  |
|     | <i>MEASURE</i>   |   |
| 11. | Number and percent of adults in supported employment                         |   |
|     | <i>ACTIVITIES</i>  |   |
|     | a.   | See Activities in #10.  |
|     | <i>MEASURE</i>   |   |
| 12. | Number and percent of adults in competitive employment                       |   |
|     | <i>ACTIVITIES</i>  |   |
|     | a.   | See Activities in #10   |

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|     | <i>MEASURE</i>  |   |
| 13. | Access to medical and dental services                     |   |
|     | <i>ACTIVITIES</i>   |   |
|     | a.  | Expand the number of medical and dental resources available to serve people with developmental disabilities                               |
|     | b.  | Continue to meet with L.A. Care and Health Net on continued development and coordination of medical services.                             |
|     | c.  | Regional Center nurses will advocate with medical and dental providers to improve the quantity and quality of health services.            |
|     | d.  | Training will be provided to clients, families, service providers, and Service Coordinators on health issues and the promotion of health. |
|     | e.  | The SG/PRC dental coordinator will provide consultation and resource information to service coordinators to assist families and clients   |
|     | f.  | Continue collaboration for dental and medical services with Western University of Health Sciences.  |
|     | <i>MEASURE</i>  |   |
| #   | <i>MEASURE</i>  |   |
| 14. | Number of consumers per thousand who are victims of abuse |   |
|     | <i>ACTIVITIES</i>   |   |
|     | a.  | Review incidents of abuse at the Risk Management Committee and continue to develop strategies to reduce incidents                         |
|     | b.  | Provide training to service providers on prevention of abuse  |
|     | c.  | Collaborate and advocate with the Los Angeles County Agencies responsible for child abuse and adult abuse                                 |
|     | d.  | Continue to provide training to service providers and SGPRC staff on the Zero Tolerance Policy  |

**2015 PERFORMANCE CONTRACT ACTIVITIES**

**COMPLIANCE**

|    |   |   |
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|    | <i>MEASURE</i>  |   |
| 1. | Unqualified independent audit with no material finding(s) |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Continue to apply generally accepted accounting principles        |
|    | b.  | Continue to apply established internal control procedures         |
|    | c.  | Exercise good business practices                                  |
|    |   |   |
| #  | <i>MEASURE</i>  |   |
| 2. | Substantial compliance with DDS fiscal audit.             |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Continue to apply generally accepted accounting principles        |
|    | b.  | Continue to apply established internal control procedures.        |
|    | c.  | Comply with the provisions of the state contract                  |
|    | d.  | Exercise good business practices.                                 |
|    |   |   |
| #  | <i>MEASURE</i>  |   |
| 3. | Accuracy percent of POS fiscal projections                |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Comply with current SOAR instructions and procedures              |
|    | b.  | Ensure accuracy of the base calculation                           |
|    | c.  | Ensure accuracy of the growth calculation                         |
|    | d.  | Regular monthly review of actual expenditures versus projections  |
|    | e.  | Allow for necessary adjustments for latest trends in expenditures |

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|    | <i>MEASURE</i>  |   |
| 4. | Operates within OPS budget  |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Develop budget plan upon receipt of the OPS budget to assure that SG/PRC operates within the OPS budget                                 |
|    | b.  | Monitor OPS expenditures and adjust for latest trends monthly   |
|    | <i>MEASURE</i>  |   |
| 5. | Certified to participate in Waiver  |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Service Coordinators and Managers of Client Services will continue to receive training on the Medicaid Waiver requirements              |
|    | b.  | Client records will be reviewed thoroughly by Managers of Client Services and Medicaid Waiver staff to assure that requirements are met |
|    | c.  | Review Medicaid Waiver monitoring reports and continue to implement plans to assure that recommendations are met                        |
|    | <i>MEASURE</i>  |   |
| 6. | Compliance with Vendor Audit Requirements per contract, Article III, Section 10 |   |
|    | <i>ACTIVITIES</i>   |   |
|    | a.  | Develop annual audit plan. Perform the number of audits required of the plan  |
|    | b.  | Continue to apply audit protocols   |
|    | c.  | Provide training to Fiscal Monitors to stay abreast of current regulations  |
|    | d.  | Ensure current reporting to DDS of audits performed   |

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|    |   | <i><b>MEASURE</b></i>  |
| 7. | CDER/ESR Currency   |  |
|    |   | <i><b>ACTIVITIES</b></i>   |
|    | a.  | CDER and ESR training will continue to be provided to staff.   |
|    | b.  | Managers of Client Services will monitor CDERs and ESRs completions as part of annual reviews.   |
|    | c.  | Reports will be provided to Service Coordinators and Managers of Client Services regarding timeliness of CDERs. ESRs will be reviewed by managers when the IFSP is reviewed. |
|    |   | <i><b>MEASURE</b></i>  |
| 8. | Intake / Assessment and IFSP timelines (0-3)                |  |
|    |   | <i><b>ACTIVITIES</b></i>   |
|    | a.  | Training will continue to be provided to staff regarding the requirements to meet timelines.   |
|    | b.  | Timelines will be reviewed by Managers of Client Services when signing IFSPs.  |
|    |   | <i><b>MEASURE</b></i>  |
| 9. | Intake / Assessment timelines for consumers age 3 and above |  |
|    |   | <i><b>ACTIVITIES</b></i>   |
|    | a.  | Training will continue to be provided to staff regarding the requirements to meet timelines.   |
|    | b.  | The Manager of Intake will continue to monitor timelines.  |
|    |   |  |

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|     | <i>MEASURE</i>                           |  |
| 10. | IPP Development (WIC requirements)       |  |
|     | <i>ACTIVITIES</i>                        |  |
|     | a.                                       | Training will continue to be provided to Service Coordinators on IPP development.            |
|     | b.                                       | Information will be provided to clients, parents, and service providers on IPP development.  |
|     | <i>MEASURE</i>                           |  |
| 11. | IFSP Development (Title 17 requirements) |  |
|     | <i>ACTIVITIES</i>                        |  |
|     | a.                                       | Training will continue to be provided to Service Coordinators on IFSP development.           |
|     | b.                                       | Information will be provided to clients, parents, and service providers on IFSP development. |

STATEMENT OF ASSURANCES

This is to assure that San Gabriel/Pomona Regional Center Year 2015 Performance Contract was developed in accordance with the requirements specified in Welfare and Institutions Code section 4629 and the Department of Developmental Services' (DDS) Year 2015 Performance Contract Guidelines

The performance contract was developed through a public process which included:

- Providing information, in an understandable form, to the community about regional center services and supports, including budget information and baseline data on services and supports and the regional center operations.  
[WIC 4629 (c)(B)(i)];
- Holding at least one public meeting to solicit input on performance objectives and using focus groups or surveys to collect information from the community  
[WIC 4629 (c)(B)(ii)];
- Providing at least 10 calendar days advance public notice of the date(s) of the public meeting (DDS Guidelines);
- Circulating a draft to the community of the performance contract plan relative to the public policy and compliance outcomes identified in the DDS Performance Contract Guidelines, and any locally developed policy outcomes prior to presenting the contract to the regional center board for action  
[WIC 4629 (c)(B)(iii)];
- Providing an opportunity for additional public input and consideration of that input at the regional center board meeting prior to board action on the proposed performance contract [WIC 4629 (c)(B)(iii)]

Signature of RC Director

  
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Date:

10-27-2014  
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