
From: Winfield, Brian@DDS
Sent: Tuesday, December 15, 2020 5:06 PM
To: DDS Reg Ctr EDs
Cc: DDS Reg Ctr Administrators; DDS Reg Ctr Directors of Cons Svcs; DDS Reg Ctr Cmty Svcs Directors; Bargmann, Nancy@DDS; Castañeda, Carla@DDS; Percy, Dawn@DDS; Gephart, Chris@DDS; Cruz, Ernie@DDS; Christian, LeeAnn@DDS; Anderson, Rapone@DDS; Christian, Aaron@DDS; Saeteun, Sarn@DDS; Acon, Maricris@DDS; Andrade, Tiffani@DDS
Subject: FDC and PDC I/DD Surge Referral Process

Dear Regional Center Executive Directors,

The Department of Developmental Services (DDS) has established COVID-19 surge sites for individuals with intellectual/developmental disabilities (I/DD) at Fairview Developmental Center (FDC) and Porterville Developmental Center (PDC). The following is information on the process for referrals and admissions to the FDC and PDC COVID-19 surge sites.

If a regional center determines they have exhausted all other community surge options, or, determines that an admission to FDC or PDC is the best option to support an individual during the COVID-19 crisis, the regional center should submit a referral request to SurgeReferrals@dds.ca.gov. The request must include a referral packet containing the information and documents specified below.

The receiving developmental center's team will review the referral packet and determine if they can meet the individual's current medical needs. If there are any concerns with the referral, the regional resource development project (RRDP) will connect with the regional center to request additional items needed to ensure a thorough review. If the admission is approved, the RRDP will communicate with the regional center to arrange for admission, including identifying the date to be admitted, transportation mode, etc. The RRDP will assure that Disability Rights California and the State Council on Developmental Disabilities are notified within 48 hours of the admission.

Placement to a developmental center surge resource is time-limited and should typically last 14 to 21 days. Through the interdisciplinary team process and with DDS involvement, regional centers must identify protective measures and/or supports that may be needed for the individual to return home. In the instance where there is a need to identify a permanent residential option, the regional center must continue to work with the individual and/or family on options, unless medically contraindicated.

Within 48 to 72 business hours of admission, a discharge planning meeting must be conducted to determine discharge criteria for the individual. The regional center Service Coordinator (or other representative) and Registered Nurse must be involved in this meeting. Once the individual has met the discharge criteria, a final discharge planning meeting will be held to discuss discharge specifics. This meeting must include a representative of the regional center.

For questions regarding the referral process, please contact the RRDP Director in your catchment area:

Samantha Steele
South Coast Regional Project Director
Fairview Developmental Center
(714) 668-7601

Sherrie Molina
Porterville Regional Project Director
Porterville Developmental Center
(559) 782-2263

Referral Packets

The referral packet must include, but not be limited to, the following information and documents:

- Cover letter stating current need, including date of COVID-19 positive testing
- DS 2518 (Referral for Placement Services between agencies)
- Admission Application
- Health Passport
- Face Sheet
- Contact information
- Conservatorship Paperwork
- IPP/IEP
- Consent for Treatment
- Copy of MBI card/PDP
- Release of Information
- Notice of Privacy Practices
- Physician Declaration of Capacity to Consent
- Current Medication/Treatment
- MTR/MAR
- Dietary/Nutrition Orders
- Health Care Objectives and Plans
- DNR/POLST/Administrative Directive
- Immunizations
- Allergies

Additional items to be included, but only if available at time of referral:

- Labs
- Chest X-ray (within past year)
- PPD skin test
- Stool for ova and parasites
- Hepatitis A, B, C and varicella status
- Blood lead level
- Psychiatric Assessment
- Behavioral Support Plan
- Psychological Assessment with Diagnosis
- Resident Rights
- Physician Declaration of Capacity to Consent