

DEPARTMENT OF DEVELOPMENTAL SERVICES

1215 O Street, MS 8-30
Sacramento, CA 95814
TTY: 711
(833) 421-0061



September 22, 2022

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: FALL 2022 SURVEY ON ASSEMBLY BILL 178 FUNDING FOR SERVICE COORDINATOR CASELOAD RATIOS

The Budget Act of 2022 allocated additional funding to reduce regional center service coordinator-to-consumer caseload ratios. Welfare and Institutions (W&I) Code §4640.6(g) requires that each time new funds are appropriated in the Budget Act to the Department of Developmental Services (Department) for the purpose of reducing caseload ratios, regional centers must report the following to the Department, on or before October 10 of the year of the appropriation:

- The number of new service coordinator positions created with the funds allocated to reduce caseload ratios
- Data on current caseload ratios as of October 1
- Any other information determined by the Department

Enclosure A is a questionnaire to capture information specified in W&I Code §4640.6(g).

The Caseload Survey Instructions and Definitions (Enclosure B) describe each of the three surveys regional centers will use to report current caseload ratio data.

The Department continues to use an automated survey to collect the majority of caseload ratio data. In Fiscal Year 2022-23, the Department began providing funding for caseloads of 1-to-40 for consumers five years of age and younger. Developmental Services Budget Trailer Bill, SB 188, added W&I Code §4640.6(c)(4) to require an average caseload of 1-to-40 for these consumers. The automated survey has been updated to collect this data. Enclosures C and D are the automated survey and instructions for its use, respectively. The automated survey must reflect caseload ratio data as of October 1, 2022.

In Fiscal Year 2021-22, the Department also began providing funding for caseloads of 1-to-40 for select consumers with low or no purchase of service expenditures. Trailer Bill, SB 188, added W&I Code §4640.6(c)(5) to require an average caseload of 1-to-40 for these consumers. Enclosure E is the survey for reporting this information.

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Regional Center Executive Directors
September 22, 2022
Page two

W&I Code §4640.6(c)(6) requires an average caseload of 1-to-25 for consumers with complex needs. A SANDIS module was developed to extract data from SANDIS and populate the complex needs ratio survey (Enclosure F). Instructions for running the SANDIS module and populating the survey are outlined in Enclosure G.

The surveys must be submitted to the Department by October 10, 2022. Your timely and complete response to these surveys is important. The Department is required to post on its internet website the information required, per W&I Code §4640.6(g)(2). For auditing purposes, regional centers must maintain supporting documentation for a minimum of three years and have the data readily available, as the Department may request this documentation.

Please email the completed surveys to:

Office of Community Operations
Department of Developmental Services
OCO@dds.ca.gov

If you have questions about this correspondence, please contact Danielle Hurley, Research, Evaluation, and Audit Branch, at (916) 654-3228, or by email, at danielle.hurley@dds.ca.gov

Sincerely,



ERNIE CRUZ
Deputy Director
Community Services Division

Enclosures.

cc: See next page

Regional Center Executive Directors
September 22, 2022
Page three

cc: Regional Center Administrators
Regional Center Consumer Services Directors
Regional Center Community Services Directors
Amy Westling, Association of Regional Center Agencies
Brian Winfield, Department of Developmental Services
Jim Knight, Department of Developmental Services
Aaron Christian, Department of Developmental Services
Yasir Ali, Department of Developmental Services
Charles Liao, Department of Developmental Services
Danielle Hurley, Department of Developmental Services