

DEPARTMENT OF DEVELOPMENTAL SERVICES

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September 30, 2022

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: INTAKE AND ASSESSMENT REQUIREMENTS

The purpose of this correspondence is to remind regional centers about their responsibilities pursuant to Welfare and Institutions (W&I) Code sections 4642 and 4643.

W&I Code section 4642(a)(2) states:

“Initial intake shall be performed within 15 working days following request for assistance.”

Within 15 working days of receiving a request for assistance, regional centers must perform initial intake, including a decision to provide assessment. If a regional center makes the decision not to provide assessment, they must properly notice the individual, parent or authorized representative so they are aware of the option to appeal the regional center’s decision through the fair hearing process. During the 15 working days, if a regional center makes the decision to provide assessment, they must create a record and code the individual as Status 0 in SANDIS.

Pursuant to W&I Code section 4643(a):

“If assessment is needed, the assessment shall be performed within 120 days following initial intake. Assessment shall be performed as soon as possible and in no event more than 60 days following initial intake where any delay would expose the client to unnecessary risk to his or her health and safety or to significant further delay in mental or physical development, or the client would be at imminent risk of placement in a more restrictive environment.”

The date the individual is coded as Status 0 is the date from which the regional center has 120 calendar days to complete the assessment and determine if the individual is eligible or ineligible for regional center services. If the individual is three or four years of age and the regional center determines they do not have a developmental disability, the regional center must also determine if the individual meets the criteria for Provisional Eligibility within the 120 days allowed for intake and assessment.

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Regional centers should only change the status of an individual who is in intake and assessment (Status 0), when an eligibility determination has been made or the individual or family chooses not to pursue regional center services.

If you have questions regarding this correspondence, please contact me at (916) 654-1897 or Brian.Winfield@dds.ca.gov.

Sincerely,

Original Signed by:

BRIAN WINFIELD
Chief Deputy Director

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
Nancy Bargmann, Department of Developmental Services
Pete Cervinka, Department of Developmental Services
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