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

February 28, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS
              REGIONAL CENTER BOARD PRESIDENTS

SUBJECT: PURCHASE OF SERVICE DATA MEETINGS AND REPORTING

Pursuant to Welfare and Institutions (W&I) Code section 4519.5, the Department of Developmental Services (Department) and regional centers must annually collaborate to compile purchase of service (POS) data relating to authorization, utilization, and expenditure. Additionally, each regional center must meet with stakeholders annually in one or more public meetings regarding the data in accordance with W&I Code section 4519.5(e). Subsequent to the public meetings, each regional center must submit a report to the Department that includes the information specified in W&I Code section 4519.5(f)(1) and post the report on its internet website.

GUIDELINES
Each regional center must adhere to W&I Code section 4519.5 and Regional Center Contract, Article VII, Section 6.

Public Meeting Notifications: Pursuant to W&I Code section 4519.5(e) each regional center must inform the Department of the scheduling of the public meetings 30 days prior to each meeting. Each regional center must invite individual stakeholders and groups representing underserved communities in a timely manner. In addition, notice of the meeting(s) must be posted on the regional center's internet website 30 days prior to the meeting(s). When notifying the Department, each regional center must include the link to the posted meeting notice. This information will be posted on the Department's website.

Requirements for Public Meetings: Pursuant to W&I Code section 4519.5(e), each regional center must hold public meetings related to the POS data separately from the regional center's board meetings. Each regional center will provide participants of the public meetings with the data and any associated information, with discussion in a manner that is culturally and linguistically appropriate for that community, including providing alternative communication services. Regional centers must consider the language needs of the community and schedule the meetings at times and locations designed to result in a high turnout by the public and underserved communities.

"Building Partnerships, Supporting Choices"

POS Reports: Each regional center must annually submit their report to the Department and post it on their internet website. The report must include, but not be limited to, all of the following:
- Actions the regional center took to improve public attendance and participation at stakeholder meetings, including but not limited to, attendance and participation by underserved communities
- Copies of minutes and attendee comments from public meetings
- Whether the data indicate a need to reduce disparities in the purchase of services
- The regional center's recommendations and plan to promote equity and reduce disparities in the purchase of services if a need is indicated by the data.

Deadlines:
- December 31, 2022: Regional centers post POS data specific to the regional center on its internet website.
- March 1, 2023: Regional centers must inform the Department and post on its internet website notification of public meetings no later than this date in order to meet the requirements of W&I Code section 4519.5(e). Regional centers must also notify stakeholders in a timely manner.
- March 31, 2023: Regional centers meet with stakeholders in one or more public meetings regarding the data.
- May 31, 2023: Regional centers submit their report to the Department.
- August 31, 2023: Regional centers post their report on their internet websites.

Please email all POS data reports, meeting notifications and correspondence to:

oco@dds.ca.gov

If you have questions regarding this correspondence, please contact your regional center's primary liaison.

Sincerely,

ERNIE CRUZ
Deputy Director
Community Services Division

cc: See next page

cc: Regional Center Administrators
        Regional Center Directors of Client Services
        Regional Center Community Services Directors
        Amy Westling, Association of Regional Center Agencies
        Brian Winfield, Department of Developmental Services
        Leinani Walter, Department of Developmental Services
        Aaron Christian, Department of Developmental Services
        Yasir Ali, Department of Developmental Services