



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services

1215 O Street, Sacramento, CA 95814

www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

January 23, 2024

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: NURSING POLICIES & PROCEDURES/COMPETENCY TRAINING FOR
STAFF IN THE ADULT RESIDENTIAL FACILITIES FOR PERSONS WITH
SPECIAL HEALTH CARE NEEDS (ARFPSHN) & GROUP HOMES FOR
CHILDREN WITH SPECIAL HEALTH CARE NEEDS (GHCSHN)

The purpose of this memorandum is for the Department of Developmental Services (DDS) to inform regional centers (RC) of the requirement that all ARFPSHNs and GHCSHNs must have written nursing policies and procedures (NPPs), accompanied by corresponding return demonstration competency trainings, to address the intensive support and special health care needs of individuals served at the home.

Written NPPs and competency trainings are essential to ensure staff are well prepared to support the needs of medically fragile individuals and to comply with California Code of Regulations, Title 22, Section 80065 (a), "Facility personnel shall be competent to provide the services necessary to meet individual client needs and shall, at all times, be employed in numbers necessary to meet such needs."

An ARFPSHN or GHCSHN approved as part of a RC's Community Placement Plan must have a program design that includes written NPPs and competency trainings prior to Department certification. RCs should ensure NPPs, and competency trainings are based on current best practice standards and include cited resources. Once certified, NPP and competency training additions and revisions must be reviewed and approved by the RC and DDS.

Questions regarding NPPs and competency trainings may be directed to Chris Gephart, Deputy Director, Office of Statewide Clinical Services at 916-698-9567, or via email at ARFPSHN.GHCSHN@dds.ca.gov.

Sincerely,

Original Signed by:

CHRISTINE GEPHART
Deputy Director
Office of Statewide Clinical Services

cc:	RC Administrators	Amy Westling, ARCA
	RC Clinical Directors	Brian Winfield, DDS
	RC Directors of Consumer Services	Catherine Knight, DDS
	RC Community Services Directors	