

March 14, 2025

D-2025-Regional Center Operations-002

TO: REGIONAL CENTER EXECUTIVE DIRECTORS AND BOARD PRESIDENTS

SUBJECT: PERFORMANCE CONTRACT GUIDELINES AND REGIONAL CENTER
PERFORMANCE MEASURES FISCAL YEAR 2025-2026

[Welfare & Institutions Code \(WIC\) section 4629\(c\)](#) requires the contracts with regional centers to include annual performance objectives. Performance objectives must be developed through a public process as described in the Department of Developmental Services' (Department) guidelines. This document contains the guidelines and timelines for the fiscal year (FY) 2025 - 2026 annual performance contract.

Regional centers must adhere to relevant statute and the Department's guidelines when developing their FY 2025-2026 performance contract.

Community Involvement: Regional centers shall develop annual performance objectives through meaningful participation with their local communities. The regional center shall conduct at least one public meeting, with 30 calendar days advance notice, where participants can provide input on the performance objectives and must use focus groups or surveys to collect information from the community.

Each regional center must provide a Statement of Assurances signed by the Executive Director, to confirm adherence to the public process requirements when submitting their 12-month, FY 2025-2026 Performance Contract to the Department for review and approval. See Enclosure A, Statement of Assurances, for additional required components of the public process.

Regional centers should also engage their local communities in the consideration and development of any optional, locally developed public policy measures. If the regional center decides to include a locally developed public policy measure, a description of the baseline information or how it will be obtained must be included, as well as a description of how progress will be evaluated to ensure a positive impact on individuals and/or their families.

Minimum Information Required: The following information must be submitted for review before the Department's approval of the regional center's performance contract:

- Activities developed with input from the local community that address each of the required public policy measures identified in Enclosure B, Pages 1-6.
- Compliance measures as indicated in the Department's guidelines identified in Enclosure B, Page 6. The inclusion of activities is optional.
- Statement of Assurances, Enclosure A, signed by the Executive Director and adopted by the Board of Directors.

Disparity Measures: Regional centers' annual performance objectives must measure progress in reducing disparities and improving equity in purchase of service (POS) expenditures consistent with [WIC section 4519.5](#). To address these efforts, the Department required regional centers to previously choose two measures from the list provided in Enclosure B, Page 5. These measures rely on POS data for the measurement methodology. For continuity in measuring progress, regional centers' FY 2025-2026 performance contracts must continue using the two previously selected disparity measures. Regional centers may also choose one or more of the disparity measures that rely on data from National Core Indicators for the measurement methodologies in Enclosure B, Page 6.

Employment Measures: [WIC section 4629\(c\)\(1\)\(A\)\(v\)](#) requires regional centers to include annual performance objectives that measure progress and report outcomes in implementing the Employment First Policy. These performance objectives may include, but are not limited to, measures addressing both of the following:

- Establishment and continued collaboration on local partnership agreements between regional centers, local educational agencies, and the Department of Rehabilitation districts.
- The provision of information to individuals regarding the Employment First Policy, opportunities for employment, and available services and supports to achieve integrated competitive employment.

Measures related to employment are included in Enclosure B, Pages 3 and 4. Regional center performance contracts must include all nine measures, as well as activities developed with input from the local community.

12-month 2024-25 Performance Contract Year-End Reports: Regional centers are responsible for providing any locally developed public policy measures and associated data, by which progress can be evaluated. Please specify the source of your performance data.

The Department will provide performance contract year-end reports to each regional center, displaying baseline and year-end data, for public policy measures and the regional center's status on compliance measures. Draft performance contract year-end reports will be provided to regional centers for input prior to finalizing.

Regional centers must review draft data and insert applicable regional center information on the draft performance contract year-end reports, then return the reports to the Department for final review and approval. Regional centers should not alter the Department-issued, year-end reports beyond inserting information where indicated.

Requirement for Public Meetings: Pursuant to [WIC section 4629\(f\)](#) the follow is required:

- Each regional center's governing board must hold one or more public meetings regarding its prior year contract performance objectives and outcomes.
- Regional centers must inform the Department that a meeting has been scheduled at least 30 days prior to the meeting.

- Notice of the meetings must be posted on the regional center's internet website at least 30 days prior to the meeting, and must be sent to regional center individuals and families and community members, at least 30 days prior to the meeting.
- Each regional center's governing board must report to the Department regarding the outcomes of each public meeting within 90 days of the meeting.

Timeline:

June 15, 2025	Regional centers submit their FY 2025-2026 Performance Contract to the Department.
July 31, 2025	Regional centers submit their locally-developed public policy measures listed in the 12-month 2024-25 Year-End report to the Department, if applicable.
August 31, 2025	Department provides draft 12-month 2024-25 Year-End reports to regional centers.
Fall 2025	Department and regional centers post final 12-month 2024-25 Year-End reports on their websites.
After November 1, 2025	Regional center governing board shall hold one or more public meetings regarding its prior year's (e.g., 12-month 2024-25) contract performance objectives and outcomes.

Please email all performance contract correspondence to:
oco@dds.ca.gov

Revisions: Revisions to an approved performance contract must be submitted to the Department in writing.

Data Generation: Semiannually, the Department provides Client Master File (CMF), and Client Development Evaluation Report (CDER) for relevant public policy and compliance measures. Mid-year (January) data will be provided by February 15, and year-end (June) data will be included on the year-end report. Draft data will be provided one month prior to the dates above to facilitate regional center input prior to finalizing.

Data regarding the Paid Internship Program (PIP) and Competitive Integrated Employment (CIE) incentive payments will be collected during an annual survey of regional centers in October. PIP and CIE incentive payments data, and all other nonlocally developed data will be provided annually with the issuance of the draft year-end report by the end of August.

Dispute Resolution: Within ten (10) calendar days of receipt of the mid-year and/or year-end draft data, the regional center shall notify the Department of any data issues or disagreements with the data provided by the Department. The Department will review the information submitted by the regional center and inform the regional center of the outcome of the review within 30 days. If the regional center disagrees with the Department's determination, the regional center may take action as referenced in [WIC section 4632](#).

Evaluation Criteria for Regional Center Performance: The Department will review each regional center's baseline and year-end performance data for the statewide public policy and compliance measures. There are two categories for assessing regional center performance: statewide indicators applicable to all regional centers, and local indicators developed by a regional center that are unique to that regional center.

A regional center is considered to have successfully achieved a performance objective upon demonstrating the following:

- **Statewide Indicator:** When any one of the following three criteria is met for the respective objective:
 1. The performance objective has improved over the prior year's baseline;
 2. The performance objective exceeds the statewide average; or,
 3. The performance objective equals a standard that has been defined by the Department.
- **Local Indicator:** When the locally developed public policy objective has improved over the prior year's baseline.

If you have questions regarding performance contracts and/or the performance contract process, please contact Danielle Hurley, Research, Evaluation, and Audit Branch, at (916) 654-3228, or by email, at Danielle.Hurley@dds.ca.gov.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

Attachments

cc: Regional Center Administrators
Regional Center Directors of Client Services
Regional Center Community Services Directors
Amy Westling, Association of Regional Center Agencies
Michi Gates, Department of Developmental Services
Jim Knight, Department of Developmental Services
Tiffani Andrade, Department of Developmental Services
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