

September 19, 2025

Important notice from the Department of Developmental Services about:

GUIDANCE FOR SHARING INFORMATION FOR INITIAL INTAKE WHEN THERE IS AN EXISTING UNIQUE CLIENT IDENTIFIER

G-2025-Case Management-005

What to Know

The Department of Developmental Services expects regional centers to have timely intake processes. The intake process should be easy for individuals, their families, and authorized representatives, and should protect their privacy. Each person applying for services is assigned a unique client identifier (UCI) number. Occasionally, an individual seeking eligibility for services already has a UCI. For example, this might happen if the individual previously received Early Start services, but then was not assessed for Lanterman Act services.

What's Changing

This guidance does not change any part of the intake process for individuals and their families.

This guidance explains that regional centers can, and should, exchange intake records if a referred individual already has an UCI number. This will make the intake process faster.

Questions?

Contact the Office of Statewide Clinical Services at systemofcare@dds.ca.gov

Learn More

[Title 45 of the Federal Code of Regulations 164.506\(a\)](#)

September 2022 [Intake and Assessment Requirements](#)