

November 18, 2025

P-2025-Reporting Requirements-002

TO: REGIONAL CENTER EXECUTIVE DIRECTORS AND BOARD PRESIDENTS

SUBJECT: PURCHASE OF SERVICE DATA MEETINGS, REPORTING AND WEBSITE
POSTING REQUIREMENTS FOR FISCAL YEAR 2024-25

[Welfare and Institutions Code \(WIC\) section 4519.5](#), requires the Department of Developmental Services (Department) and regional centers to collaborate on an annual basis to compile purchase of service (POS) data relating to authorization, utilization, and expenditure. Annually each regional center also must meet with community members in one or more public meetings regarding the data in accordance with WIC section 4519.5(g). Subsequent to the public meeting(s), each regional center must submit a report developed from the public meeting(s) to the Department that includes the information as specified in WIC section 4519.5(i)(1) and post that report on its website in accordance with WIC section 4519.5(i)(2).

GUIDELINES

Each regional center must adhere to WIC section 4519.5 and the [Regional Center Contract, Article VII, Section 6](#).

POS Data

WIC section 4519.5(a) and (b) identifies the POS data related to authorization, utilization and expenditure that must be collected and presented. The 2023-24 reports are available [here](#), for reference. This data includes the following:

1. The age of individuals categorized by birth to two years of age; three to 21 years of age; and twenty-two years of age and older.
2. Race and ethnicity of individuals.
3. Preferred language spoken by individuals, including other related details.
4. Disability detail in accordance with the categories established in WIC section [4512](#)(a).
5. Residence type, subcategorized by age, race or ethnicity, and preferred language.
6. Number of instances when the written copy of the individual program plan (IPP) was provided, when requested, in a non-threshold language more than 60 days after the request.
7. Number of instances when the written copy of the IPP was provided, when requested, more than 45 days after the request.
8. The number, percentages, and total and per capita expenditure and authorization amounts, by age, according to race or ethnicity and preferred language, for all combined residence types and for individuals living in the family home for the following services:
 - Camping and associated travel expenses.
 - Social recreation activities.
 - Educational services.

- Nonmedical therapies, including, but not limited to, specialized recreation, art, dance, and music.
9. Number and percentage of individuals, categorized by age, race, ethnicity and disability and by residence type who are eligible for regional center services but are not receiving POS funds.

Requirements for Public Meetings

WIC section 4519.5(g) requires regional centers to:

- Hold at least one public meeting related to the POS data separately from the regional center's board meetings. Each regional center must provide participants of the public meeting(s) with data and any associated information, with discussion in a manner that is culturally and linguistically appropriate for that community, including providing alternative communication services.
- Consider the language needs of the community and schedule the meeting(s) at times and locations designed to result in a high turnout by the public and underserved communities.
- Post the notice of the meeting(s) 30 days prior to the meeting and send the notice to individual community members and groups representing underserved communities and to the Department at the email address at the end of this letter. This information also then will be posted on the Department's website.

Annual POS Reports

WIC section 4519.5(i) requires regional centers to annually submit their report to the Department. Article VII, section 5 of the regional center contract requires the report be submitted to the Department by May 31. The annual report must include, at a minimum, all the following:

- Actions the regional center took to improve public attendance and participation at community member meetings, including but not limited to, attendance and participation by underserved communities.
- Copies of minutes and attendee comments from public meetings.
- Whether the data indicates a need to increase equitable access in the purchase of services and supports.
- Recommendations and a plan to promote and increase equitable access in purchase of services if a need is indicated by the data.

Reports Required for Website Postings

The Department will inform all regional centers when it has posted the final, de-identified Fiscal Year 2024-25 Annual POS reports on the Department's website. Regional centers must post a link on their websites to the reports on the Department's webpage.

Each regional center and the Department must annually post the regional center reports to the Department, including all the reporting elements as required by WIC Section 4519.5(i).

Timelines

Due Date	Requirement
December 2025	Department will notify regional centers when it has posted their deidentified 2024-25 annual POS reports on its website.
December 31, 2025	Regional centers shall post a link on their websites to the reports on the Department's website.
By March 31, 2026	Regional centers meet with community members in one or more public meetings regarding the data. Meetings shall be held separately from the regional center's board meetings.
May 31, 2026	Regional centers submit their POS annual report developed from the public meeting(s) to the Department.
August 31, 2026	Regional centers must post their report to the Department on their websites.

Please email all information described in this letter, to:

oco@dds.ca.gov

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

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Directors of Client Services
Regional Center Community Services Directors
Association of Regional Center Agencies