Provider Directory Update: Standardized Vendorization

December 2, 2025



HOUSEKEEPING



Interpretación en español: haga clic en el globo blanco en la parte inferior de la pantalla con la etiqueta "Interpretation." Luego haga clic en "Spanish" y seleccione "Mute original audio."



ASL interpreters have been "Spotlighted" and Zoom's live closed captioning is active



This meeting is being recorded



The demo slides reflect state of development and may include incomplete features, placeholder content, or areas under active refinement.



Do you have questions?

 Please post your questions in the Q&A and give a thumbs-up to any that reflect your own—this helps us prioritize the most relevant topics and create FAQs that will be posted on the Departments website.

Agenda

Welcome

Pete Cervinka, Director

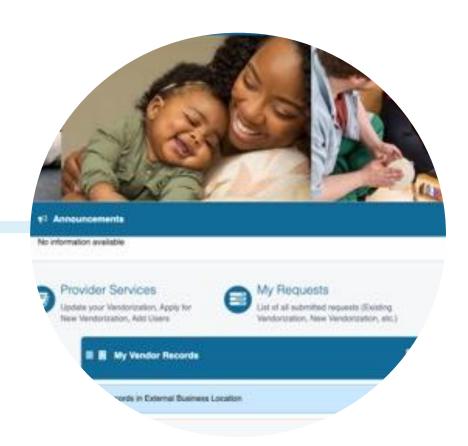
Standardized Vendorization Background and Process Overview

Yasir Ali, Northern Region Manager, Office of Community Operations

Provider Directory Demo

Marie Wecker, Community Program Specialist, Office of Community Operations

Provider Directory



Provider Directory Continued

The Department is gathering service provider information into one centralized, online portal called the "Provider Directory"

- Released October 2024 and currently accessible by service providers and select regional center staff
- To make provider data easier to find and use
- Developing in phases

Why is it important?

- For service providers, participation will inform future reimbursement rates, including Quality Incentive Program (QIP) payments
- For individuals and families, the provider directory will be used to identify service provider options in their community

Standardized Vendorization



Background

SB 138 added Welfare & Institutions Code Section 4435.1(e)

What is **vendorization**?

- Vendorization is how regional centers check that a service provider is qualified and ready to offer services. Once approved, the RC assigns a vendor number and a service code.
- Each provider is approved by the **regional center** in the area where the service will be offered. This is called the **vendoring regional center**. The vendoring regional center checks your license, reviews your documents, and decides if you meet the requirements.

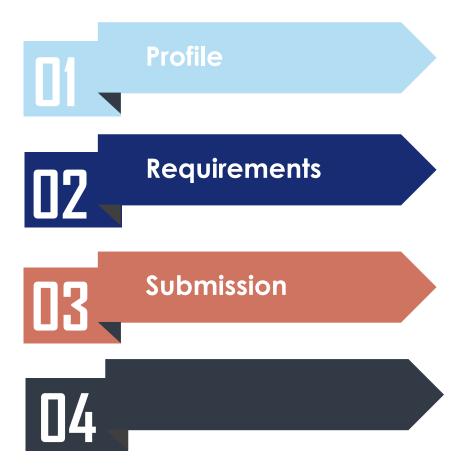
Why is it being standardized?

- To reduce variation in how providers become vendored across regional centers
- To increase consistency, efficiency, and transparency to the vendorization process

ACCOMPLISHMENTS

- Regional center discovery sessions; over 20 sessions
- Multiple service provider workgroup sessions
- Demos and trainings provided to regional centers
- Step-by-Step Guides developed for the Directory
- Regional centers established a vendorization@[regional center] inbox
- Department created <u>vendorization@dds.ca.gov</u> inbox
- Department established a new vendorization webpage, FAQs, and additional resources

Stages Of Vendorization



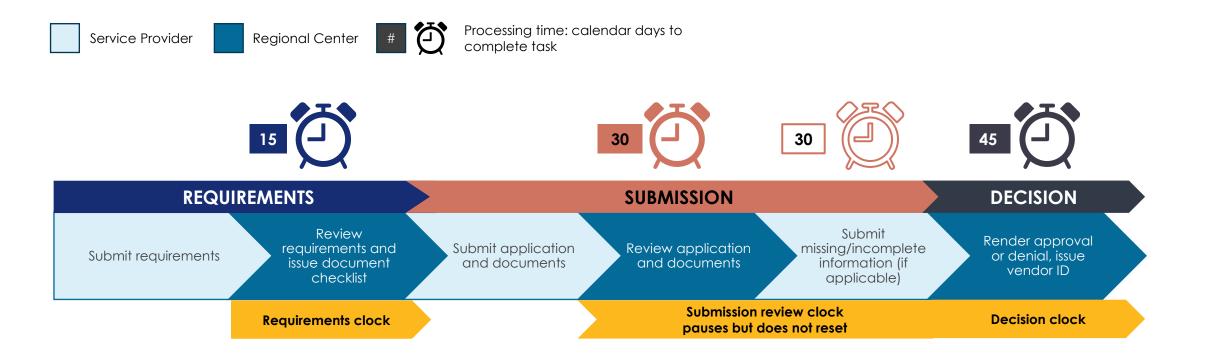
The standardized vendorization process will be facilitated by an **online**, **intake process** in the Provider Directory. The process begins with creating or logging into a Provider Directory profile.

The applicant will submit a request for vendorization, creating a case. Applicant will submit **information** to support they have the minimum requirements to proceed. The Directory will **notify** the vendoring regional center of the submission. The regional center has 15 calendar days to review and decide whether the applicant has the minimum requirements for the service for which the applicant is applying. **Communication** between the applicant and regional center will take place in the Directory, providing **visibility** and traceability for both parties.

Applicants that have the minimum requirements will receive a **request to submit** additional information in accordance with the service for which they are applying. When all requested information is received, the regional center has 30 calendar days to confirm information is complete or request additional information. The applicant has 30 calendar days to submit the missing information.

The regional center will review all documents submitted in stage 3, including the program design, if applicable, and approve or reject the application within 45 calendar days. Applicants that meet the requirements for vendorization will be **notified and issued** a vendor number. All other applicants will be sent a denial notice with rights to appeal the decision.

Vendorization Application Process



Notifications: 2-days prior to expiration of processing time requirement

Implementation Plan:

- Directive released November 14, 2025
 - D-2025-Regional Center Operations-004 Provider Directory –
 Standardized Vendorization
- Website requirements
 - D-2025-Regional Center Operations-004 Provider Directory –
 Standardized Vendorization Attachment
 - December 3, 2025 Vendorization portal goes live in Directory (soft launch)
 - March 1, 2026 All vendorizations begin in Directory (except Purchase Reimb.)
 - > July 1, 2026 Purchase Reimbursement vendorizations begin in Directory

Demo of the Vendorization Portal



Provider Directory Dashboard







₹ Announcements

No information available



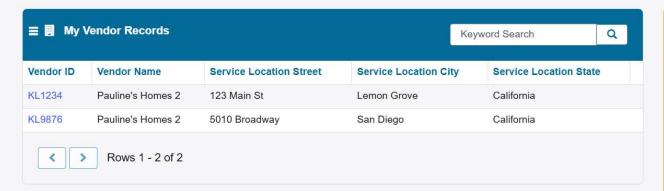
Provider Services

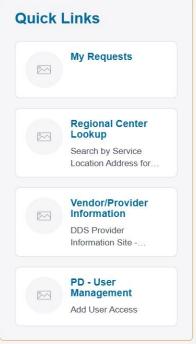
Update your Vendorization, Apply for New Vendorization, Add Users



My Requests

List of all submitted requests (Existing Vendorization, New Vendorization, etc.)











₹ Announcements

No information available



Provider Services

Update your Vendorization, Apply for New Vendorization, Add Users



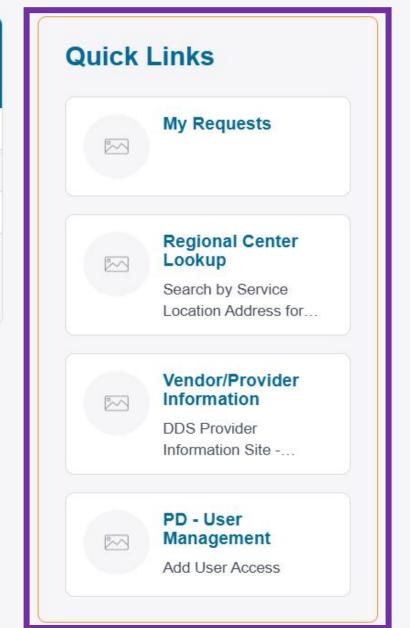
My Requests

List of all submitted reque Vendorization, New Vendo

My Requests

List of all submitted requests (Existing Vendorization, New Vendorization, etc.)

		Keyword Search Q	
Location Street	Service Location City	Service Location State	
n St	Lemon Grove	California	
oadway	San Diego	California	





₹ Announcements

No information available



Provider Services

Update your Vendorization, Apply for New Vendorization, Add Users



My Requests

List of all submitted requests (Existing Vendorization, New Vendorization, etc.)

■ ■ M y	Vendor Records		Key	yword Search Q
Vendor ID	Vendor Name	Service Location Street	Service Location City	Service Location State
KL1234	Pauline's Homes 2	123 Main St	Lemon Grove	California
KL9876	Pauline's Homes 2	5010 Broadway	San Diego	California

PD User Management





Home My Vendorizations Provider Support →

♣ Provider User Management



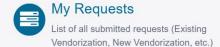
₹ Announcements

No information available

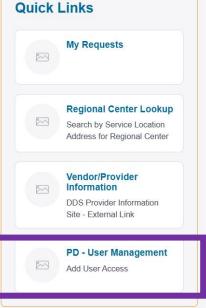


Provider Services

Update your Vendorization, Apply for New Vendorization, Add Users









Add User Access

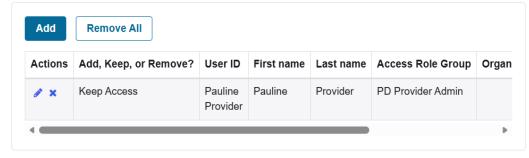
This form is for Provider Directory user administration by the provider administrator to delegate access. A Provider Administrator can 'Add' access for their organizational contacts.

My Vendor Organization 1 Pauline's Homes 2

PD Group Membership

Access Role Group	Current Members	Maximum Members
PD Provider Admin	1	2
PD Read Only	0	10
PD Change Requestors	0	15

PD User Management

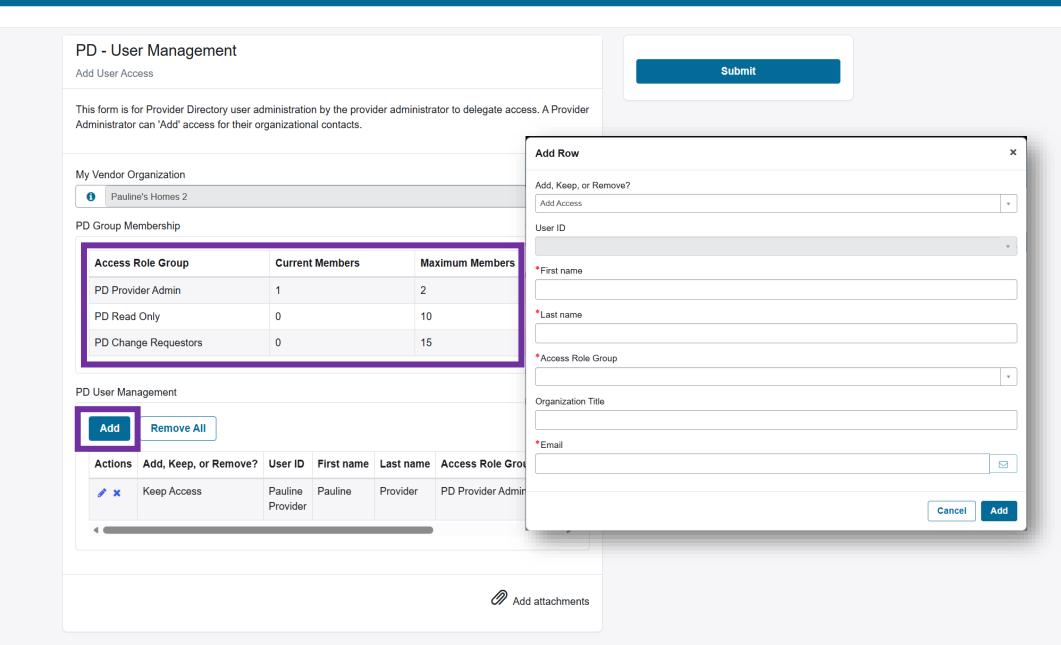




Submit

Home My Vendorizations

Provider Support -



Provider Services







₹ Announcements

No information available



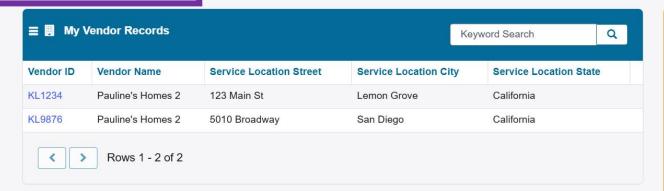
Provider Services

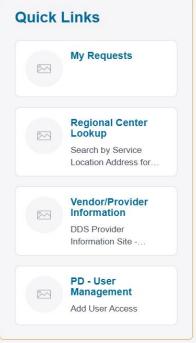
Update your Vendorization, Apply for New Vendorization, Add Users



My Requests

List of all submitted requests (Existing Vendorization, New Vendorization, etc.)

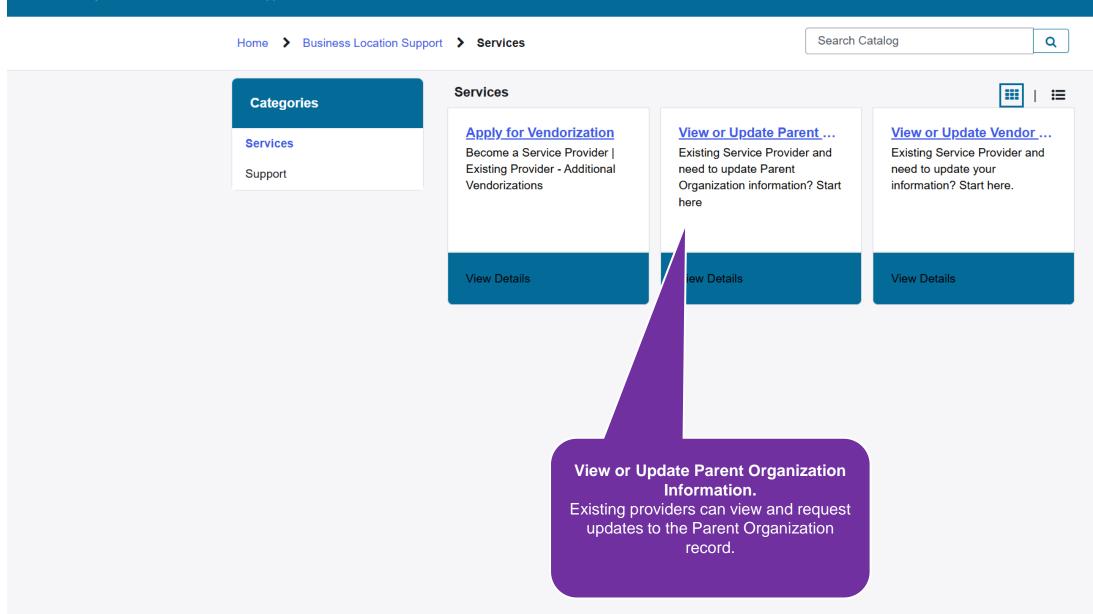




Home Search Catalog Q Home > Business Location Support > Services Services === | ∷≡ **Categories** View or Update Parent ... **Apply for Vendorization** View or Update Vendor ... **Services** Become a Service Provider | Existing Service Provider and Existing Service Provider and Existing Provider - Additional need to update Parent need to update your Support Vendorizations Organization information? Start information? Start here. here View Details View Details View Details **Apply for Vendorization.** New and existing providers can apply for initial or additional vendorizations.

Home My Vendorizations

Provider Support ▼





Home > Business Location Support > Services Search Catalog

Categories

Services

Support

Apply for Vendorization

Become a Service Provider | Existing Provider - Additional Vendorizations

View Details

Services

View or Update Parent ...

Existing Service Provider and need to update Parent Organization information? Start here

View Details

View or Update Vendor ...

| ∷≡

Existing Service Provider and need to update your information? Start here.

View Details

View or Update Vendor Record.
Existing providers can view and request updates to their vendor records.

Vendor Information	
Vendor ID	Tax ID / SSN
KL1234	1234567890
*Vendor Name	Service Location Email Address
Pauline's Homes 2	pprovider@testemail.com
Parent Vendor Name	Point of Contact
Pauline's Homes 2	v
	Service Location Phone Number
Organization Type	555-818-4560
Limited Liability Company (LLC)	Website
Vendoring Regional Center	www.paulineshomes.com
San Diego Regional Center	Ψ.
Address Information	
Service Location Street	Mailing Street
123 Main St	123 Main St
Consider Location City	Mailing City
Service Location City Lemon Grove	Lemon Grove
	Mailing State
Service Location State	California
California	Mailing County
Service Location County	San Diego County
San Diego County	Mailing Zip Code
Service Location Zip Code	91945
91945	
Additional Information	
Name of Governing Body	Applicant (Owner or Exec)
Pauline's Homes LLC	Pauline Provider
Name Registered with Secretary of State	Preferred Name/DBA
Pauline's Homes, LLC.	n/a
Consultant, Subcontractor & Community Resource Types to be Vendor	Used by NPI
n/a	n/a
License and Certification	Facility Capacity
License #234	5
	Date of Birth
	10-28-1980

Update Vendorization

Apply for Vendorization

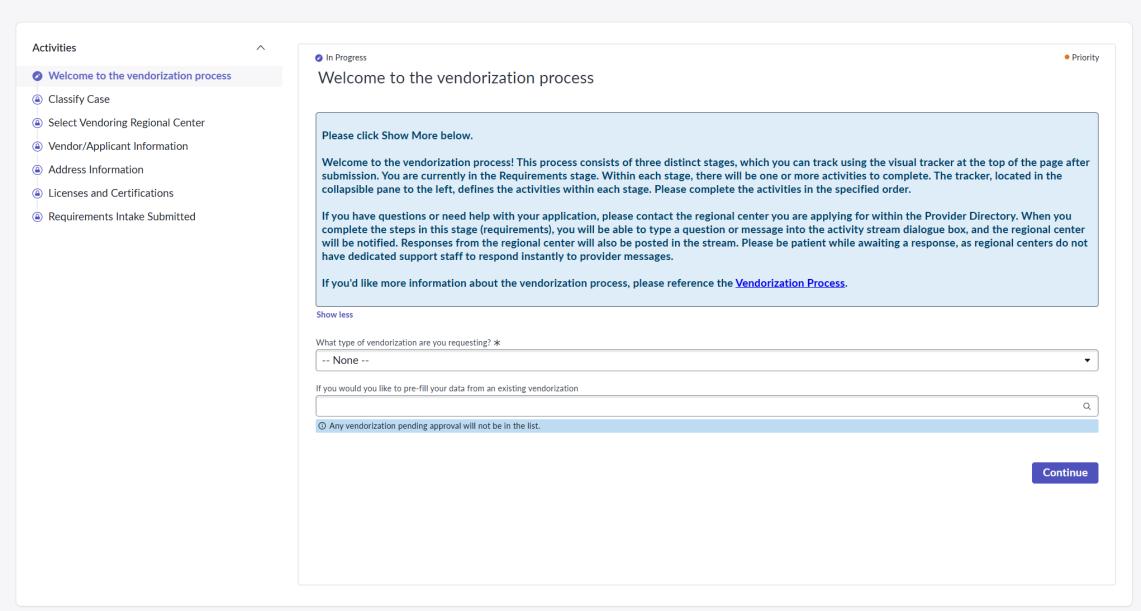




Home My Vendorizations

Provider Support ▼

Home > Apply for Vendorization

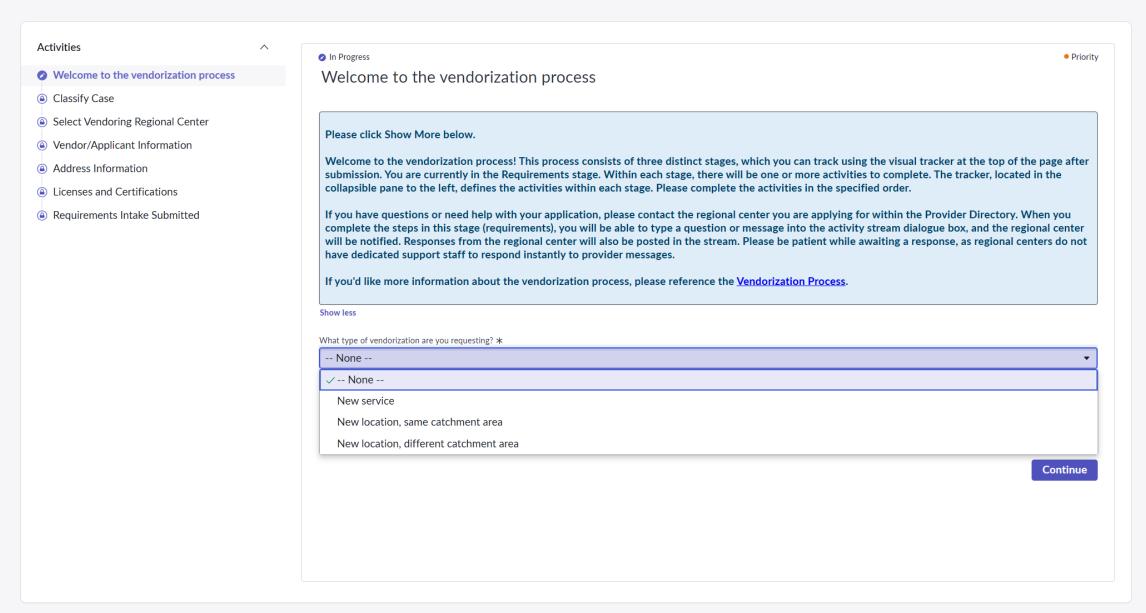




lome My Vendorizations

Provider Support ▼

Home > Apply for Vendorization

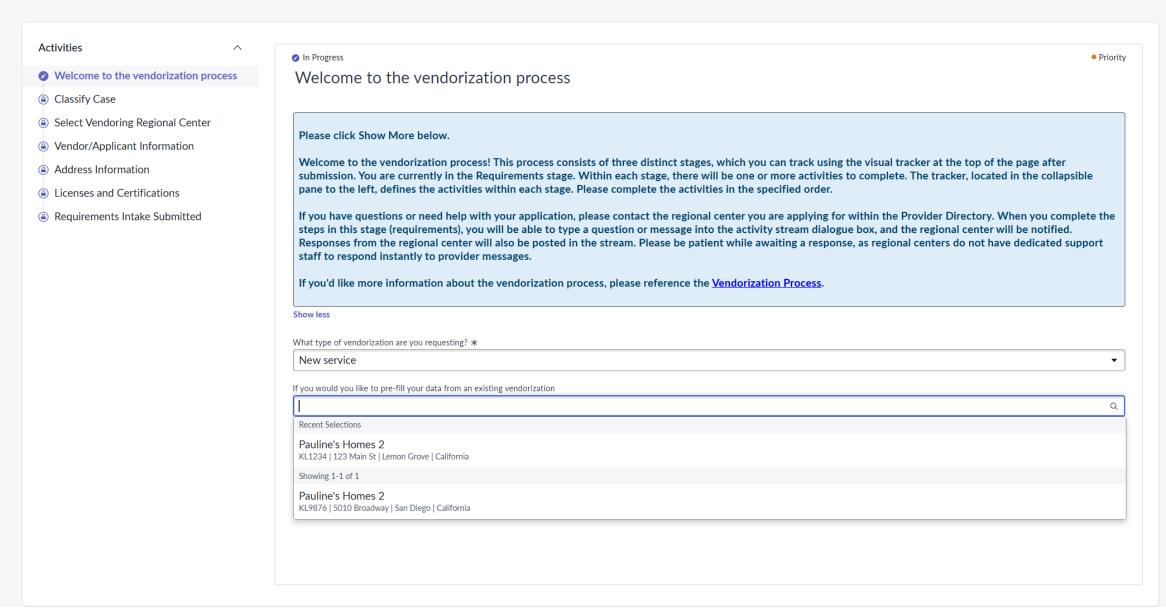


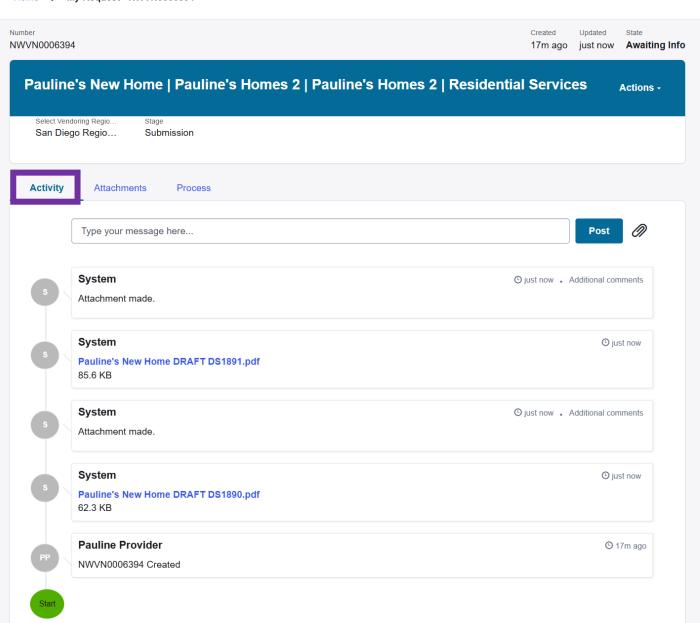


Home My Vendorizations

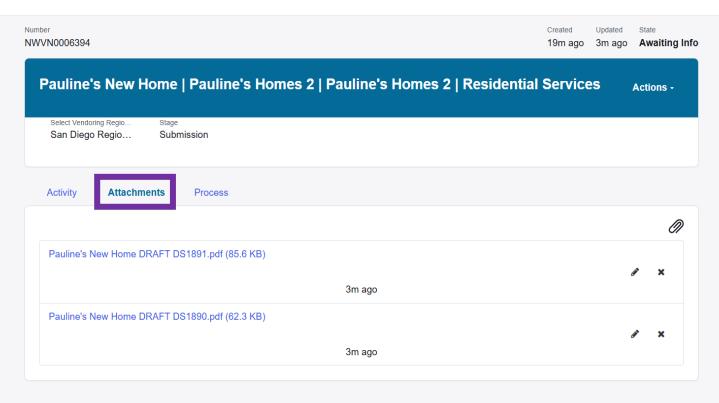
Provider Support -

Home > Apply for Vendorization

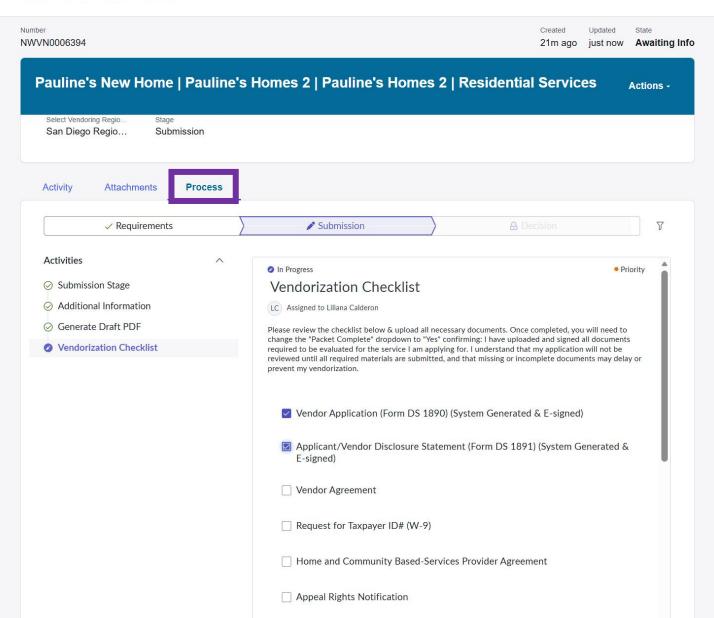


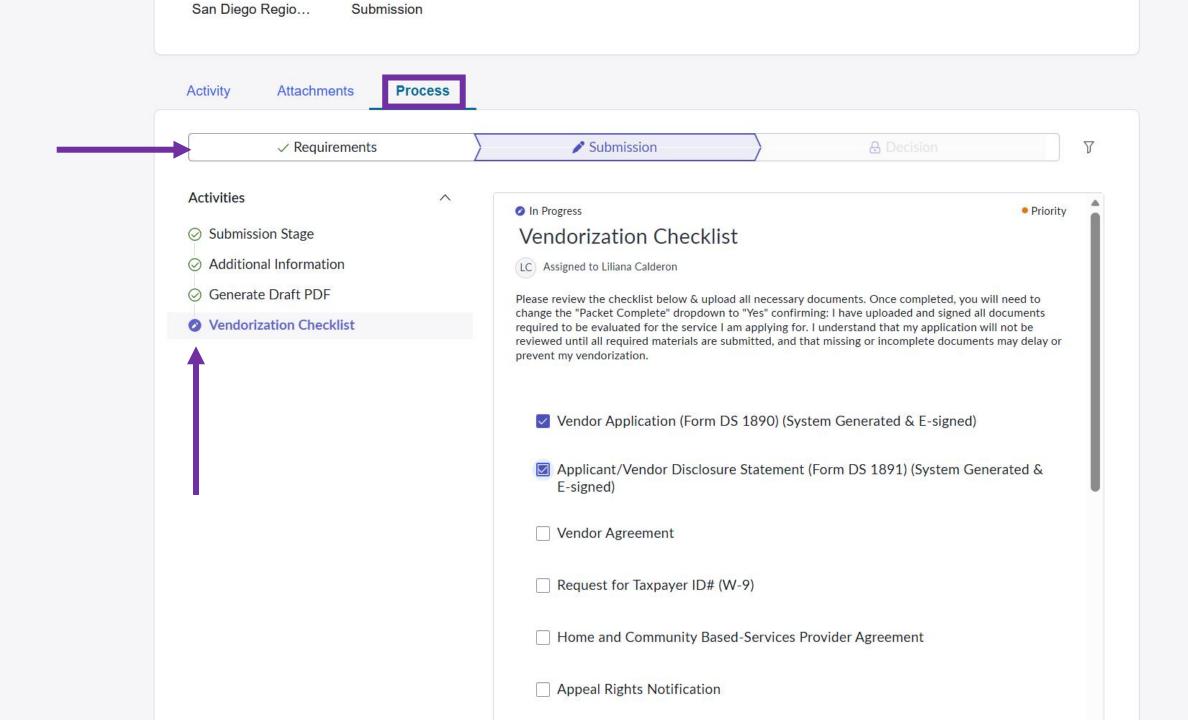




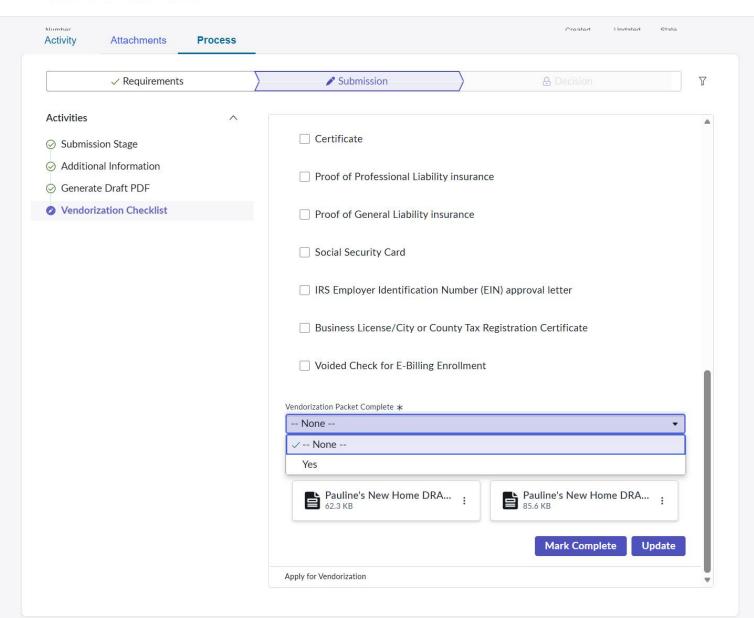




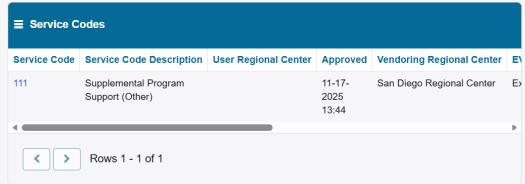


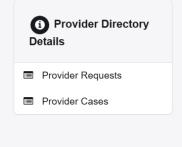


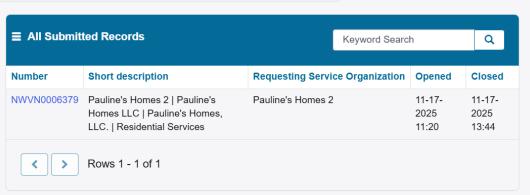












Resources:

Standardized Vendorization information and resources are available on our website: <u>Vendorization Process</u>: <u>CA Department of Developmental Services</u>

- How to Become a Provider webpage
- Step-by-Step Provider Directory Guide
- FAQs
- Stages of Vendorization
- Application Process & Timelines of Vendorization

How to get or share information?

For questions during the vendorization process, please contact your vendoring regional center.

For questions and feedback about Standardized Vendorization Email:

• <u>Vendorization@dds.ca.gov</u>

For technical assistance or issues accessing the Provider Directory Email:

ProviderDirectory@dds.ca.gov

