

Inland Regional Center Home and Community-Based Services 1915(i) State Plan Amendment Monitoring Review Report

Conducted by: Department of
Developmental Services and
Department of Health Care Services

Review Dates: October 6 – 24,
2025



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SECTION I: REGIONAL CENTER RECORD REVIEW

For the review period of July 1, 2024, through June 30, 2025, a total of 38 records of individuals enrolled on the Home and Community-Based Services 1915(i) State Plan Amendment and receiving services at Inland Regional Center (IRC), were reviewed for individual choice, notification of proposed action and fair hearing rights, individual program plans (IPP) and periodic reviews and reevaluations of services.

The 38 records reviewed were 97 percent in overall compliance for this review. Findings for six criteria are detailed below.

- 1.4.a The IPP is prepared jointly with the planning team and list of agreed upon services is signed, prior to its implementation, by an authorized representative of the regional center and the individual or, where appropriate, the individual's parents, legal guardian, conservator or the authorized representative. *[W.I.C. § 4646(d) (2023)]; [W.I.C. § 4646(i) (2023)]; [42 C.F.R. § 441.301(c)(1)(i) (2025)]; [42 C.F.R. § 441.301(c)(2)(ix) (2025)]*

Findings

Thirty-five of the thirty-eight (92 percent) applicable sample records of individuals contained IPPs that were signed by IRC and the individuals, or their legal representatives. However, there were issues with the following IPPs as indicated below:

1. Individual #8: The IPP dated December 11, 2024, was not signed by the individual and the regional center. The IPP was signed on September 2, 2025. Accordingly, no recommendation is required;
2. Individual #14: The IPP dated October 31, 2024, was not signed by the individual or regional center. The IPP was signed on October 23, 2025. Accordingly, no recommendation is required; and,
3. Individual #28: The IPP dated August 29, 2024, was not signed by the individual or regional center. The IPP was signed on September 4, 2025. Accordingly, no recommendation is required.

- 1.4.b IPP addenda are signed by an authorized representative of the regional center and the individual or, where appropriate, the individual's parents, legal guardian, conservator or authorized representative. *[W.I.C. § 4646(g) (2023)]; [42 C.F.R. § 441.301(c)(2)(ix) (2025)]*

Finding

Ten of the eleven (91 percent) applicable sample records of individuals contained addendums that were signed by IRC and the individuals or their legal representatives. However, for individual #6 the addendum dated April 14, 2025, was not signed by the regional center. The addendum was signed on October 15, 2025. Accordingly, no recommendation is required.

- 1.7.a The IPP includes a schedule of the type and amount of all services and supports purchased by the regional center. *[W.I.C. § 4646.5(a)(5) (2023)]; [42 C.F.R. § 441.301(c)(2)(v) (2025)]*

Findings

Thirty-six of the thirty-eight (95 percent) sample IPPs of individuals included a schedule of the type and amount of all services and supports purchased by the regional center. However, IPPs for two individuals did not include IRC funded services as indicated below:

1. Individual #10: Creative Arts was not included in the IPP for the months February 2025 through June 2025. An IPP dated July 17, 2025, adding this service. Accordingly, no recommendation is required; and,
2. Individual #37: Translation was not included for the month April 2025. An addendum was completed October 15, 2025 adding this service. Accordingly, no recommendation is required.

- 1.8 The IPP or addenda identifies the provider or providers of service responsible for implementing services and/or support, including, but not limited to, vendors, contracted providers, generic service agencies, and natural supports. *[W.I.C. § 4646.5(a)(5) (2023)]; [42 C.F.R. § 441.301(c)(2)(v) (2025)]*

Finding

Thirty-seven of the thirty-eight (98 percent) sample records of individuals contained IPPs that identified the provider or providers responsible for implementing services. However, the IPP for individual #37 did not indicate the provider for the IRC funded service of translation in the IPP dated February 18, 2025. An addendum was completed on October 14, 2025, identifying the provider. Accordingly, no recommendation is required.

- 1.9.a Quarterly face-to-face meetings are completed with individuals living in community out-of-home settings, i.e., service level 2-7 community care facilities, family home agencies, or supported living and independent living settings. *[Cal. Code. Regs tit. 17, § 56047 (2023)]; [Cal. Code. Regs tit. 17, § 56095 (2023)]; [Cal. Code. Regs tit. 17, § 58680 (2023)]; (Contract requirement).*

Findings

Eighteen of the twenty-one (86 percent) applicable sample records of individuals had quarterly face-to-face meetings completed and documented. However, the records for three individuals did not meet the requirements as indicated below:

1. The record for individual #19 contained documentation of three of the four required meetings that were consistent with the quarterly timeline;
2. The record for individual #21 contained documentation of one of the four required meetings that were consistent with the quarterly timeline; and,
3. The record for individual #28 did not contain documentation that a face-to-face meeting occurred for at least one of the four required meetings.

1.9.a Recommendation	Regional Center Plan/Response
IRC should ensure that all future face-to-face meetings are completed and documented each quarter for individuals #19 and #21. IRC should ensure that at least one face-to-face meeting occur in person for individual #28.	For Individual 1915i #19, #21, and #28 Quarterly F-F contact has been made. Training is provided regarding the importance of face-to-face QR contact and documentation of all IRC outreach efforts for QR contact.

- 1.9.b Quarterly reports of progress toward achieving IPP objectives are completed for individuals living in community out-of-home settings, i.e., service Level 2-7 community care facilities (CCF), family home agencies (FHA), or supported living and independent living settings. *[Cal. Code. Regs tit. 17, § 56047 (2023)]; [Cal. Code. Regs tit. 17, § 56095 (2023)]; [Cal. Code. Regs tit. 17, § 58680 (2023)]; (Contract requirement).*

Findings

Eighteen of the twenty-one (86 percent) applicable sample records of individuals had quarterly reports of progress completed for individuals living in community out-of-home settings. However, the records for three individuals did not meet the requirement as indicated below:

1. The records for individuals #19 and #20 contained documentation of three of the four required quarterly reports of progress that were consistent with the quarterly timeline; and,
2. The record for individual #21 contained documentation of one of the four required quarterly reports of progress that were consistent with the quarterly timeline.

1.9.b Recommendation	Regional Center Plan/Response
IRC should ensure that future quarterly reports of progress are completed for individuals #19, #20, and #21.	#19: Quarterly contact has been re-established and report has been completed. #20: Quarterly contact has been re-established and report has been completed. #21: Contact was made with individual in January 2026 for the IPP, individual selected annual status due to frequent trips out of the country. SLS services ended for this individual in May 2025.

SECTION II: SPECIAL INCIDENT REPORTING

The records of the 38 individuals supported by Inland Regional Center (IRC) and selected for the Home and Community-Based Services (HCBS) 1915(i) State Plan Amendment sample were reviewed to verify that special incidents have been reported. A supplemental sample of five records of individuals receiving services were also reviewed to verify that special incident reports (SIR) have been reported within the required timeframes, that documentation meets the requirements of Title 17, California Code of Regulations, and that the follow-up was appropriate and complete. In addition, the monitoring team verifies that an incident report was completed for all individuals on the SPA supported by IRC who passed away during the review period.

Summary of Findings

IRC reported all special incidents in the sample of 38 records selected for the HCBS 1915(i) State Plan Amendment review, to the Department. IRC's vendors reported all (100 percent) incidents in the supplemental sample to the regional center within the required timeframes. IRC reported all (100 percent) incidents in the supplemental sample to the Department within the required timeframe. IRC's follow-up activities on incidents in the supplemental sample were appropriate for the severity of the situations for all five incidents. In addition, IRC reported all deaths during the review period.

Findings

None

SECTION III: SUPPLEMENTARY ISSUES

This section contains any supplementary issues identified by the monitoring team during the review that are not specifically addressed by the standard review protocol criteria or directly related to the individuals selected for the review but should be reviewed and addressed by the regional center.

Comments

Regional centers shall implement the standardized individual program plan template and procedures no later than January 1, 2025. *[W.I.C. § 4435.1(d)]*

Finding

The standardized Individual Program Plan (IPP) signature page was not utilized by Inland Regional Center beginning January 1, 2025, as required.

Recommendation	Regional Center Plan/Response
IRC should ensure all newly developed IPPs are completed using the IPP and include all of the components of the IPP.	An all staff mandatory training has been completed. Service Coordinators are utilizing the IPP Signature Page. IRC ensures accuracy and timely completion to ensure we remain in compliance with this requirement.