

Instructions for Functional Operations Staffing Survey

Enter the number of full-time equivalent (FTE) positions at your regional center, as of October 1, 2026, for each of the listed categories, as follows:

- Number of FTEs: One FTE is equivalent to one employee, contractor or consultant working full-time. An employee, contractor or consultant working half-time equates to 0.5 FTE.

Example: If there are two employees, contractors or consultants who each work full-time and three employees, contractors or consultants who each work half-time, the 'Number of FTEs' would equate to 3.5. The same is true if there are two employees, contractors or consultants who each work full-time and four employees, contractors or consultants who each work 0.25, the 'Number of FTEs' would equate to 3.

Do not include positions that have been vacant for more than 60 days, or new positions established within the prior 60 days that remain vacant, unless the regional center is actively recruiting to fill them.

“Contractors and Consultants” are individuals with whom the regional center establishes contracts or other means to provide regular and/or on-going specialized expertise. These positions and associated FTEs should be quantified separately in the designated columns.

Functional Operations Categories

Core functions of regional centers have been grouped into the 14 categories listed below. Although regional centers may have different tasks associated with each position, please refer to the identified categories when completing the survey. Please note: a position may be counted in multiple categories if the position's duties encompass those described in different categories, but FTEs should not be counted twice.

Service Coordination

- All service coordination and supervision for Early Start and Lanterman eligible individuals
- Includes Directors of Consumer Services and Assistant Director(s) of Consumer Services

Intake

- Intake coordination and supervision, but not clinical services staff associated with intake

Clinical Services

- All clinical services, whether for intake, staff consultation, or any direct services

Community Services

- Resource development
- Quality assurance
- Public relations/outreach
- Interagency coordination and collaboration
- Vendorization and vendor coordination
- Management/implementation of Community Placement Plan and Community Resource Development Program
- Consumer advocates
- Transportation coordination
- Support with housing development and access

Rights Assurance

- Appeals and complaints (including whistleblower) on behalf of the regional center
- Representation of individuals/families in other administrative hearings or appeals
- Work with the criminal justice system on behalf of individuals

Accounting/Fiscal

- Authorization and processing of payments for both POS and Operations
- Client revenue coordination, if applicable
- Rate table management
- Review, analysis, and processing of rate increases
- Regional Center audits (CPA, DDS, other)
- Financial reporting
- Property custodian/inventory management
- Includes CFO/Administrator, Controller, and/or Supervisor positions
- Purchasing (Operations)
- Payroll processing
- Securing Business Insurance

Administration and Governance

- Executive Director
- Executive Secretaries/Assistants

Compliance

- HIPAA compliance
- Compliance with Trailer Bill Language, DDS Contract, and Performance Contract
- Processing and analyzing Special Incident Reports and performing risk mitigation
- Recertification of Medicaid Waiver cases
- Fiscal Monitors
- Autism Coordinator
- Cultural Specialist
- Employment Specialist
- Chief Equity Officer

- FHA Specialist
- AB 2083 Coordinator
- Regional Center Accountability and Oversight
- Home and Community-Based Services Program Evaluator
- Health and Safety Specialist

Facilities Operation

- Management of the physical offices, including maintenance, remodels, expansions, and relocations

Human Resources

- Recruitment and hiring of employees
- Coordination of employee benefits (including Worker's Compensation claims)
- Union negotiations and labor relations
- Administration of retirement benefits, including CalPERS
- Caseload ratio monitoring and reporting

Training

- Provision or coordination of training for staff, community members, vendors, individuals, and families on a variety of topics
- Deaf Services Specialist
- Individuals with Disabilities Education Act (IDEA) Specialist

Information Technology

- Management of the case management database
- Management of the fiscal database
- Troubleshooting and repairing servers and desktop computers
- Website design, maintenance, and updating

Office and Support Services

- Electronic records storage
- Other office and support services not included in another category

Other

- Family Resource Center
- Foster Grandparent/Senior Companion programs
- Emergency Coordinator Specialist