NATIONAL CORE INDICATOR (NCI) MEETING AND REPORTING TASKS

Pursuant to Welfare and Institutions (W&I) Code section 4571 the Department of Developmental Services (Department) contracts with State Council for Developmental Disabilities to collect data for the NCI Survey. Following survey responses, the Department's Quality Assurance Branch (QAB) provides preliminary data and full reports to regional centers (RC) for the purpose of presenting the results at a public meeting in accordance with W&I Code section 4571(h)(1). After the public meetings, each RC must submit a report to the Department that includes information specified in W&I Code section 4571(h)(3).

QAB releases preliminary data during the Spring of each calendar year pending release of the final report. RCs may use the preliminary data or final report data to hold the required annual presentations at a board meeting.

Tasks	Due Date, per Statute and RC Contract	Citation	Requirement
RC Governing Boards – Public Meeting	Annually	WIC 4571(h)(1)	(h) (1) Each regional center shall **annually present data** collected from, and the findings of, the quality assurance instrument described in subdivision (b) for that regional center, at a **public meeting of its governing board** in order to assess the comparative performance of the regional center and identify needed improvements in services for consumers, including, but not limited to, case management services.
Public Meetings – Notifying DDS and Community	30 days prior to the meeting	WIC 4571(h)(1)	Notice of this meeting shall also be posted on the regional center's **internet website** at **least 30 days prior to the meeting** and **shall be sent to regional center consumers and families and individual stakeholders** at least 30 days prior to the meeting.
Public Meetings – Requirements of the Meeting		WIC 4571(h)(1)	The governing board shall provide **a sufficient public comment period** so members of the public may provide comments. Each regional center, in holding the meeting required by this subdivision, **shall ensure that the meeting and meeting materials provide language access,** as required by state and federal law.
Report	Within 60 Days following the annual presentation	WIC 4571(h)(3)	(3) **Within 60 days** following its annual presentation of NCI data, each regional center **shall submit a report to the department** regarding its implementation of the requirements of this section. The report shall include, but shall not be limited to, both of the following: (A) **Copies of the presentation** described in paragraph (1), **minutes** from the meeting, and **attendee comments.** (B) The regional center's **recommendations** and **plans** to use the information to **address regional center priorities, strategic directions to**

Tasks	Due Date, per Statute and RC Contract	Citation	Requirement
			improve specific areas of performance, or both. NCI reports must be submitted to: oco@dds.ca.gov
RC Website Posting		WIC 4571(h)(2) WIC 4571(i)	(h)(2) All regional center-specific reports generated by the department pursuant to this subdivision shall be made publicly available on the regional center's internet website in a machine-readable format, but shall not contain any personal identifying information about any person assessed. (i) All reports generated pursuant to this section shall be made publicly available but shall not contain any personal identifying information about any person assessed.

If you have any questions regarding this correspondence, please contact the Department's primary regional center liaison associated with your RC.