

Becoming a Residential Vendor:
REGIONAL CENTER OF THE EAST BAY
500 Davis Street, Suite 100
San Leandro, CA 94577
(510) 383-1200/ (510) 618-6100
www.rceb.org

This document is intended to provide potential vendors basic information regarding the Regional Center of the East Bay's initial requirements for residential vendorization and answer frequently asked questions related to vendorization. This document should not be considered to provide complete information regarding the regulatory requirements, which an applicant must meet in order to obtain vendorization.

Regional Center of the East Bay

Is a private non-profit corporation under contract with the California Department of Developmental Services to serve as a resource for diagnosis, referral and support between persons with developmental disabilities and services provided by vendors in the community. For more information: www.rceb.org

Services

Regional Center of the East Bay assists more than 14,000 children and adults with developmental disabilities and their families to obtain needed services. Of those consumers served, only a small percentage of consumers choose to live in licensed residential care facilities.

Vendorization*

Vendorization is the process that determines that an applicant who wishes to provide services to Consumers of the Regional Center of the East Bay meets all of the requirements established in regulation to provide the identified services.

***Vendorization does not guarantee referral or placement.**

Types of Residential Facilities

Community Care Licensed Facilities



There are four types of Community Care Licensed facilities that can potentially be vendored by Regional Center of the East Bay.

- Small Family Home (SFH);
- Group Home for Children (GHC);
- Adult Residential Facility (ARF);
- Residential Care for the Elderly (RCFE).

Each is licensed by the California Department of Social Services. Support services and training toward independence is provided in the home. Having a Community Care License does not guarantee that an applicant will qualify for vendorization.

Health Care Facilities

Health Care facilities are licensed by the State Department of Health Services and are designed to support people who, in addition to their developmental disability, have nursing or self-care needs. There are two different types of Health Care Facilities, also known as Intermediate Care Facilities (ICF) licensed by the State Department of Health Services:

-  ICF/DDH – Developmentally Disabled/Habilitative
-  ICF/DDN – Developmentally Disabled-Nursing.

Regional Center of the East Bay **has an identified need for the following types of Community Care Licensed Facilities** offering specific services.

For the types of homes described below, the following also apply:

- Vendored Capacity of 4 or fewer
- Single rooms
- Non ambulatory Capacity

Types of homes needed:

- A group home for children with Autism. The home must offer sensory integration, structured daily routines, PECS, etc. Level 4.
- A group home for children in Southern Alameda County (Fremont, Hayward, San Leandro, San Lorenzo). Level 4.
- An adult residential facility for dually diagnosed consumers. The home must offer a therapeutic environment. Level 4
- An adult residential facility to address medical issues such as seizures and dementia- like characteristics. Level 4C
- An adult residential facility for transition age young adults, 18-22. All female or all male. Level 3.
- An adult residential facility able to serve consumers who are monolingual in American Sign Language, Spanish, etc. Level 3.
- An adult residential facility able to support consumers involved in the criminal justice system. Level 4.
- An adult residential facility able to support consumers with substance abuse challenges. Level 4.
- An adult residential facility in West Contra Costa County, Level 4A
- An adult residential facility in West Contra Costa County, Level 2.
- An adult residential facility in West Contra Costa County, Level 3.
- An residential care facility-elderly to address moderate behavioral challenges, Level 4F

This list is subject to change as potential vendors are identified to meet the needs and/or new needs arise.

RCEB is only encouraging those who can serve our identified needs to pursue vendorization.

Vendorization does not guarantee referral or placement.

Experience Required

Potential vendors (licensees and administrators) must provide **proof of experience providing direct supervision and special services to people with developmental disabilities.**

Administrators of licensed residential services must, per Title 17, Section 56033 and 56037 (d) (1), (e) (1), and (f) (1), respectively possess the following:

At least **6 months prior experience and Direct Care Staff Competency-Based Training** to provide level 2 services

At least **9 months prior experience and Direct Care staff Competency-Based Training** to provide level 3 services

At least **12 months prior experience and Direct Care Staff Competency-Based Training** to provide level 4 services

It is RCEB's Best Practice for the Licensee to also meet the experience requirements.

Service Levels:

Community Care Licensed Residential Care Facilities are vendored based on a service level system. Homes are vendored at Level 2, 3, or 4 A-I. A home will only be vendored to provide one level of service. Consumers choose placements in Community Care Facilities based on preferences for where the home is located, availability of single rooms, the number of people who live in the facility, and level of care the consumer requires. Consumers most frequently choose to live in an apartment, with friends, with family or other living options.

Community Care Facilities (CCFs) are licensed by the Community Care Licensing Division of the State Department of Social Services to provide 24-hour non-medical residential care to children and adults with developmental disabilities who are in need of personal services, supervision, and/or assistance essential for self-protection or sustaining the activities of daily living. Based upon the types of services provided and the persons served, each CCF vendored by a regional center is designated one of the following service levels:

- SERVICE LEVEL 1: Limited care and supervision for persons with self-care skills and no behavior problems. RCEB does not vendor Level 1 homes.
- SERVICE LEVEL 2: Care, supervision, and incidental training for persons with some self-care skills and no major behavior problems.
- SERVICE LEVEL 3: Care, supervision, and ongoing training for persons with significant deficits in self-help skills, and/or some limitations in physical coordination and mobility, and/or disruptive or self-injurious behavior.
- SERVICE LEVEL 4: Care, supervision, and professionally supervised training for persons with deficits in self-help skills, and/or severe impairment in physical coordination and mobility, and/or severely disruptive or self-injurious behavior. Service Level 4 is subdivided into Levels 4A through 4I, in which staffing levels are increased to correspond to the escalating severity of disability levels.

Service level description from DDS Website: <http://www.dds.cahwnet.gov/LivingArrang/CCF.cfm> 08/20/09

The following **Steps to Becoming a Vendor** must be completed in order.

1. Submit a complete letter of Intent which includes a description of:

The type of facility (i.e. Small Family Home, Group Home, Adult Residential Facility, Residential Care Facility-Elderly, and ICF/DDN or H)

Your area of specialization related to our Identified Needs described earlier in this Document;

The level of service to be provided;

The number of people you hope to serve;

The non-ambulatory capacity of the facility;

The facility address

The floor plan for the facility with interior room dimensions clearly labeled in feet and inches;

A copy of the Community Care License for the Facility

Resume(s) and letter(s) of reference for licensee and administrator. Resume and Letters of Reference **must** verify the experience of the licensee and administrator providing supervision and special services for people with developmental disabilities. Resumes must also reflect experience in your specialty area, based on our identified needs.

2. **Attend Residential Orientation** per Title 17, Section 56003(b)(1),(2)
3. **Submit a program design** for review that presents the actual services you will provide and meets all of the requirements of Title 17, Section 56001-56059 and 56710-56734; the Lanterman Act and Title 22.
4. **RCEB tours the home** per Title 17, Section 50603 (a)(2)
5. **Submit a copy of your Community Care License** from the State of California Department of Social services per Title 17, Section 56004 (a) and
6. **Submit a completed copy of the RCEB Vendor Application, DS 1890** per Title 17, Section 5431(a) (1) through (10). RCEB will **only** provide a vendor application after all requirements above are completed and approved.

Send Letters to: Regional Center of the East Bay, Attention Heather Jacobs, 500 Davis Street, Suite 100, San Leandro, CA 94577. RCEB will respond, in writing, to your letter of intent in about 45 days, please **do not call** to inquire about status of your letter.

Need more information about providing services to people with developmental disabilities?

**California Department of
Developmental Services**

www.dds.ca.gov
P.O. Box 94420
Sacramento, CA 94244-2022
(916)654-1897

Title 17 Regulations

<http://www.dds.cahwnet.gov/Title17/Home.cfm>

The Lanterman Act

<http://www.dds.ca.gov/Statutes/LantermanAct.cfm>

**Department of Social Services –
Community Care Licensing Division**

<http://cclcd.ca.gov/>
360 22nd Street, Suite 740
Oakland, CA 94612
(510) 286-4201
General Information
(650) 266-8800
Orientation Hotline

Regional Center of the East Bay: CTEC Training

Once on www.rceb.org, click on RCEB Community, then Service Providers to access the current list of training available through RCEB. Contact: David Leon at (510) 618-6100 ext. 2906 to register for trainings.