

SAN ANDREAS REGIONAL CENTER CONFERENCE POLICY

- I. **Purpose:** It is the intent of San Andreas Regional Center to encourage and assist families to care for their children and adult children at home and in the community. In order to meet the needs of individuals served by the regional center, the regional center shall insure the continuing ability of parents or caregivers to use appropriate methods when working with the individual. The regional center shall implement this policy in compliance with all existing federal and state laws and regulations (e.g. California Welfare & Institutions Code §4512(b) and §4648(a)(6)(D), and 34 Code of Federal Regulations §303.344).
- II. **Definitions:**
- *Consumer, Individual, and person served* are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.
 - *Parent or caregiver* means the biological, adoptive, or foster parent; conservator; or legal representative of an individual, or another person responsible for providing direct care and supervision to the individual in the individual's home and who does not receive purchase of service funding from the regional center in order to do so.
 - *A conference or seminar* is a structured, facilitated event in order to instruct the participants regarding particular information.
- III. **Policy:** Under ordinary circumstances San Andreas Regional Center will not purchase conferences for individuals as their needs are usually met via other direct services. However, there are occasions where either the individuals or family parents/guardians may get more information that is not otherwise available outside of a conference, In those cases, San Andreas may provide a purchase of service for conferences when a family can demonstrate a financial need, and when doing so will enable the consumer to remain in the family home.

San Andreas Regional Center shall assist individuals or families when the following criteria are met:

- The individual must live with the parent or caregiver or in their own residence.
- The information, techniques, and/or methods the participant is meant to learn are valid, clinically-accepted, and evidenced-based.
- The proposed conference or seminar must provide information or training that is directly applicable to one or more of the individual's need as indicated in the individual program plan.
- There exists no generic public or private source for receiving comparable training or information.
- The conference must be sponsored or vendored with San Andreas Regional Center, or the parent must have a reimbursable service code via their vendor agreement with the regional center.

IV. **Purchase of Service Standard:** The cost authorized will be for tuition/registration only. Transportation, lodging, and any meals not included as part of the registration/tuition, if applicable, are the responsibility of the parent/caregiver. Funding is only available for one parent/caregiver per family. Such funding may be granted up to \$300 per year per individual.

V. **Exception Process:** The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director's stead; these individuals are referred to as director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director's exception review is set by agreement between the individual/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director's exception may be warranted. At the scheduled planning team meeting the decision will be made. The director's designee will attend the planning team meeting if necessary. If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the individual/family, and gives a copy of the amended plan to the individual/family.

- VI. **Notice of Action:** If the exception is not granted, the service coordinator promptly informs the consumer/family that it has not been granted, informs the consumer/family of their appeal rights, and sends a notice of action and a fair hearing form.

Adopted 10/19/2015