

PURCHASE OF SERVICE POLICY

I. **Purpose:** It is the intent of San Andreas Regional Center to secure services and supports that meet the needs of the individual as determined in the individual's Individual Program Plan (IPP).

II. **Definitions:**

• **Consumer, Individual, and person served are used interchangeably in regional center policy and the Lanterman Development Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.**

• *Planning Team* consists of the individual with developmental disabilities; the parent or legal guardian of a minor individual, or the conservator of an adult individual; one or more regional center representatives, including the service coordinator; and any individual invited by the individual parent, guardian, or conservator.

• *Individual Program Plan (IPP)* is a written plan describing what services and supports will be provided to the individual. It is centered on individual and family needs and preferences, and it promotes independence and inclusion in the community. The Individual Program Plan shall be prepared by the planning team.

• *Generic Services* means the services and supports provided by any agency that has the legal responsibility to serve all members of the general public and receives public funds to provide such services.

• *Service Coordination* means the action taken to implement an Individual Program Plan, including, but not limited to: participating in the IPP process; considering all appropriate options for meeting each objective in the IPP; securing the services and supports specified in the IPP, through purchase or from generic agencies or other resources; coordinating, collecting and disseminating information; and monitoring the plan to ensure that the IPP objectives have been met.

III. **Policy:** San Andreas shall find innovative and economical methods to achieve the objectives contained in the individual's Individual Program Plan (IPP).

San Andreas Regional Center shall give preference to those services and supports that enable minors with developmental disabilities to live with their families, adult persons with developmental disabilities to live as independently as possible, and enable all individuals to interact with persons without disabilities in positive meaningful ways.

The regional center shall monitor purchase of services for adherence to regional center policy for amounts and types of services being requested in order to provide fiscal accountability to the Board of Directors and to the Department of Developmental Services.

It is the policy of the regional center to stay within the budget contracted with the Department of Developmental Services.

Families and individual have a right to make choices in their own lives, including but not limited to: where and with whom they live; their relationships with people in their community; the way they spend their time, including education, employment and leisure.

The planning team shall:

- Determine all the agreed upon needs related to the individual and his/her developmental disability and list them on the IPP.
- Determine the appropriateness of a particular service to meet the needs of the individual.
- Make the decision to secure, fund, change or terminate any service or service provider.
- Decisions will be based on the assessment of the individuals' needs, life choices and life preferences. No service or support provided by any agency or individual shall be continued without the approval of the individual/family/conservator.
- Determine the source of funding for the identified service, e.g., by generic agencies, the regional center, the individual /parents/family, or other resources.

To ensure the cost effective use of public resources, San Andreas Regional Center advocates with individuals and families to secure generic agency funding and ensures that generic agencies do not discriminate against individuals/families in the provision of services.

- IV. **Purchase of Service Standard:** This section appears in each individual's services policy. It either describes the guidelines that San Andreas Regional Center follows when it purchases services, or it indicates that San Andreas does not purchase the service.
- V. **Exceptions to this Policy:** The executive director has full discretion to authorize service purchases which are exceptions to the board-adopted purchase of service policies. The executive director has designated different members within the organization who may authorize a director's exception. They are called the 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 individual/family that it has not been granted, informs the individual/family of their appeal rights, and sends a notice of action and a fair hearing form.

If a decision is made to deny, reduce, or cancel the service without the agreement of the individual or the individual's representative, a Notice of Action will be sent. (Please refer to Fair Hearing Process.)

Adopted 05/16/2016