

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 20, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE ON PLACEMENTS IN LICENSED  
RESIDENTIAL SETTINGS

Welfare and Institutions Code (W&I Code) section 4639.6 authorizes the Director of the Department of Developmental Services (Department) to issue directives to regional centers as the Director deems necessary to protect consumer rights, health, safety, or welfare, or in accordance with W&I Code section 4434. Regional centers must comply with any directive issued by the Director pursuant to this section.

Pursuant to W&I Code section 4639.6, to limit the risk of exposure and spread of COVID-19, the Director of the Department is requiring regional centers to submit to the Department, prior to a consumer moving into any residential setting licensed by the California Department of Social Services or California Department of Public Health, a request for approval to place the individual in the residence. The request must be sent to [PlacementReview@dds.ca.gov](mailto:PlacementReview@dds.ca.gov), and must include the following information:

- Consumer name
- Consumer UCI
- Current residence
- Proposed residence
- Reasons the request should be approved

The Department will make every effort to respond to each request within two hours of receiving the e-mail. If you have questions regarding this Directive, please contact Brian Winfield at (916) 654-1569 or [brian.winfield@dds.ca.gov](mailto:brian.winfield@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies

**“Building Partnerships, Supporting Choices”**