

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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January 4, 2021

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE REGARDING REPORTING REQUIREMENTS FOR  
ALTERNATIVE NONRESIDENTIAL SERVICES

As follow up to the Department of Developmental Services' (Department) [August 31, 2020](#) Directive regarding Alternative Nonresidential Services (Alternative Services) during the COVID-19 State of Emergency, the purpose of this correspondence is to provide additional guidance on the provider reporting requirements noted in the Directive.

By January 15, 2021, providers must submit a report for each vendorization delivering Alternative Services for the month of December 2020 using SurveyMonkey. The survey may be accessed at:

<https://www.surveymonkey.com/r/AlternativeServicesSurveyDecember2020>

Enclosed is a sample of the survey for reference.

Please note, once a survey is started it cannot be withdrawn or edited at a later time. Providers may request to have an incomplete survey deleted by contacting [DDSC19Directives@dds.ca.gov](mailto:DDSC19Directives@dds.ca.gov). The request must include the program name, vendor number, service code, and specify which reporting month needs to be deleted.

Additional guidance regarding subsequent reporting is forthcoming. Any questions should be directed to [DDSC19Directives@dds.ca.gov](mailto:DDSC19Directives@dds.ca.gov).

Sincerely,

*Original Signed by:*

BRIAN WINFIELD  
Chief Deputy Director

Enclosure

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”**