

Class Title: Residential Services Orientation (RSO)

Class Date & Time: February 5, 2024 - February 7, 2024 8:30 A.M. -3:30P.M. (San Jose)

**Class Description:** The Residential Services Orientation will provide comprehensive information to potential vendors regarding the history of serving individuals with developmental disabilities, history and overview of regional centers and their roles in serving our individuals, Lanterman Act and DDS, vendorization procedures, elements of program design including: description of services, ISP and person centered plans, intake, admission, entrance and exit criteria, SIR's and health and clinical supports, Policies and Procedures, Family and Conservators involvement, Staff Training and Schedules, Emergency Preparedness and other various topics.

**PLEASE CAREFULLY READ THIS POST IN ITS ENTIRETY. FAILURE TO FOLLOW ALL INSTRUCTIONS IN THIS POST WILL RESULT IN AUTOMATIC DENIAL OF ADMISSION TO THE DPVO.**

Registration is now open for: February 5, 2024 - February 7, 2024 8:30 A.M. -3:30P.M. (San Jose)

The RSO will be conducted in person:

Class Location: SARC San Jose – 6203 San Ignacio Ave, Suite 200, San Jose CA 95119

Successful completion of the RSO is one of the requirements for vendorization as a Residential Services Service Provider.

To request admission to the RSO, please complete each of the following items by no later than 11:59 p.m. on Monday, January 22, 2024.

1. Request admission to the RSO by completing and submitting the Request for Admission form found at:

[https://sanandreasregional.seamlessdocs.com/f/RSO Registration Form 2](https://sanandreasregional.seamlessdocs.com/f/RSO%20Registration%20Form%202)

**Please note that submission of this form does not guarantee admission to the RSO.**

2. Send an email to [resource@sarc.org](mailto:resource@sarc.org) that contains the below attachments in support of your request for admission to the RSO. Please state "RSO Vendor Orientation" in the subject line and indicate in the body of the email that it is to be forwarded to [rnunez@sarc.org](mailto:rnunez@sarc.org) and [galvarez@sarc.org](mailto:galvarez@sarc.org).
  - A. Letter of Intent that explains all of the following:
    - i. Why you are interested in providing Residential Services to SARC-sponsored individuals (**Please Note:** We welcome existing vendors who

- wish to obtain refresher training. If you are attending as a refresher, please include this information in your Letter of Intent);
- ii. your background and experience in working with ID/DD individuals
  - iii. the county or counties within the SARC catchment area in which you intend to provide services;
  - iv. the steps you have taken to provide services to SARC-sponsored individuals; and
  - v. how you will implement and support SARC-sponsored individuals' preferences and choices as contemplated by the HCBS Final Rule and Title 17 of the California Code of Regulations.
- B. Your fully updated Resume.
  - C. Your DSP Year 1 and Year 2 certifications.
  - D. Your Administrator Certificate.

**Each of the described documents must be sent as a separate Word or pdf attachment to your email. Letters of Intent or resumes included as in-line text in your email will not be accepted.**

Please make sure that your Letter of Intent and resume is free of typographical errors before submission. **You must register for the RSO by completing the Request for Admission form AND submit all supporting documents described above by no later than 11:59 p.m. on Monday, January 22, 2024, in order for your request to be admitted to be considered. Registrations and supporting documents timestamped after 11:59 p.m. will not be accepted or considered.**

You will receive an email by the end of business day on Friday, January 26, 2024, that either confirms or denies your admission to the RSO. Please note that no more than two (2) individuals from a single agency will be admitted to RSO unless prior approval is obtained from Community Resources Unit Manager Ann Sieber.

**A minimum of three (3) people must be admitted to any scheduled RSO to avoid cancellation of the orientation. If you are admitted to a RSO that is canceled due to low registration/admission, you will be notified of the cancellation and placed on the attendance list for the next orientation.**

If you are not admitted to the February 5, 2024 - February 7, 2024 8:30 A.M. - 3:30 P.M. (San Jose) RSO, or if you are admitted but fail to attend, you will be required to re-apply for admission to a future RSO. Please check the SARC Events Calendar regularly for information about scheduled RSOs and other SARC trainings.