

## Independent Living Skills Training Policy

I. **Purpose:** It is the intent of San Andreas Regional Center to support the maximum development of an individual's potential to live independently, in compliance with all state and federal laws, regulations, and court decisions.

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.**
- *Independent Living Skills (ILS) Training* means a continuum of functional skills training that adult individuals need to secure or maintain a self-sustaining level of independence in the parental home or in an independent living situation in the community.

Independent living skills training focuses on teaching functional skills to adult individuals who generally have acquired basic self-help skills or who have attendant care and require additional skills to maintain themselves in their chosen living arrangement.

Training areas may include, but are not limited to: cooking, cleaning, shopping, menu planning, meal preparation, money management, parenting, sexuality training, use of public transportation, health care, hygiene, appointment management, homemaking skills, community inclusion training, personal safety, and community resource awareness (for example, police, fire, and other emergency help).

III. **Policy:** It is the policy of San Andreas Regional Center to support individuals in acquiring the skills necessary to develop and maintain their functional abilities at their highest level and to access the independent living option of their choice.

Independent living skills training is usually provided to individuals who want to become more independent in their living arrangement of choice. Individuals may use independent living skills training to help maintain and improve their skills in maintaining their living arrangements.

- IV. **Purchase of Service Standard:** The Planning Team determines the amount of independent living skills training hours; taking into consideration the level of the individual's skill and how many hours the individual may be able to participate in training.

If an individual needs to be assessed to determine the current skill level and to develop a plan to address the training needed, this assessment usually is completed within ten to fifteen hours. Additional hours may be authorized as needed.

Individuals must access all generic resources before accessing all any Independent Living Services (ILS). These generic resources include school services.

The Planning Team is encouraged to authorize services which are tailored to meet the needs of the specific individual. Hours and plans should be flexible and individualized. Training may be offered to individuals in a group, on an individual basis, or a combination of both.

The Individual Program Plan (IPP) must contain specific, measurable, time-limited objectives for securing the level of independence for which functional skill training is necessary. The usual amount of ILS training ranges from 8 to 24 hours per month and is authorized and reviewed on a six-month basis.

Individuals may receive maintenance services when needed to maintain the individual's current skill level. Maintenance hours usually range from 1 to 12 hours a month and can continue for as many months as necessary.

- 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 that the Director and Associate Directors of Consumer Services 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 timeline for the director's exception review is set by agreement between the individual/family and the service coordinator but the timeline 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.

**DDS Approved March 3, 2025**

**Board Adopted March 17, 2025**