

Residential Service Provider Orientation

March 26, 27 & 30, 2009

9am to 4pm

***Class size limited with pre-registration required.
Attendance required all day, each day.***

Learn about:

- ✓ Overview of North Bay Regional Center services
- ✓ Overview of Title 17 regulations and requirements
- ✓ Regional Center monitoring and evaluation process
- ✓ Consumer life quality and best practices
- ✓ Principles of Risk Management

Location: North Bay Regional Center Cost: \$150.00
 10 Executive Court per person
 Napa, CA

Pre-Registration Requirements include:

1. Submission of **employer letter(s)** verifying your paid direct-care experience with persons with developmental disabilities as specified in Title 17 Administrator requirements.*

Verification of paid work (do not include volunteer time) from the employer must state:

- ✓ Employer Name, address and phone number
- ✓ Supervisor Name and contact phone number
- ✓ Type of business, school or service for people with developmental disabilities
- ✓ Title of position
- ✓ Dates of employment
- ✓ Hours worked per week
- ✓ Employer description of duties performed, including experience with specific developmental disabilities and behaviors while employed.

2. Completed registration form

3. Pre-payment of \$150.00 per person (**checks payable to NBRC**)

Pre-Registration Deadline: Thursday, March 19, 2009.

All information must be submitted for registration to be accepted.

Mail to:

ATTN: **Debbie Siedentopf**
North Bay Regional Center
10 Executive Court, PO Box 3360
Napa, CA 94558

*This presentation requires that, as prospective administrators, all participants have verifiable "...prior experience providing direct supervision and special services to persons with developmental disabilities;" as specified by Title 17 Regulations, Chapter 3; Sub Chapter 4, Section 56037.

**NBRC must approve all employer verification to be accepted for attendance at the orientation

The Residential Quality Monitoring Unit of North Bay Regional Center presents.....

- Program starts promptly at 9 AM. Be on time, NO LATE ADMITS.
- **Cell phones and pagers must be turned off during the presentations. Plan to return calls ONLY during lunch and breaks.**

In order to receive the **Certificate of Completion** the participant must successfully complete the following:

1. Attendance all day, each day. No exceptions.
2. Completion of the homework with passing score.
3. Passing score on the final exam.

A Certificate of Completion of the "Residential Services Provider Orientation" is required to be an administrator of a vendored residential care home. However, it does not guarantee vendorization of a licensed home within the NBRC catchment area. Successful completion of the orientation is one of several requirements in the fulfillment of the requirements toward vendorization of a residential home.

North Bay Regional Center vendors all residential care homes for **four** or fewer residents and the homes are for the exclusive use of regional center consumers with developmental disabilities. NBRC is unable to guarantee referrals or placements to any residential home.

DRIVING DIRECTIONS

Sonoma County: Hwy 12/121 E. to Hwy 29. Right at stoplight, south on Hwy 29/121 to Hwy 12 (Jameson County Rd). Left at stoplight onto Hwy 12; left again at next stoplight onto N. Kelly Rd. First left onto Executive Court. NBRC on right.

Napa: South on Hwy 29/121 to Hwy 12 (Jameson County Rd). Left at stoplight onto Hwy 12; left again at next stoplight onto N. Kelly Rd. First left onto Executive Court. NBRC on right.

Upper Solano County: I-80W exit Hwy 12 going toward Napa. On Hwy 12 (Jameson County Rd) at second stoplight turn right onto N. Kelly Rd. First left onto Executive Court. NBRC on right.

From Vallejo/American Canyon: Take Hwy 29 (Broadway) North to stoplight at intersection Hwy 12. Turn right onto Hwy 12 (Jameson County Rd), left at next stoplight, N. Kelly Rd. First left onto Executive Court. NBRC on right.

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