

# North Bay Regional Center

## Residential Resource Development Information

**NBRC** serves the counties of Napa, Solano, and Sonoma. North Bay Regional Center is one of twenty-one regional centers in the State of California serving developmentally disabled children and adults. Per NBRC Board Policy, all vendored, licensed residential care homes are developed to serve four or fewer residents with a preference for private rooms. NBRC vendored homes are for the exclusive use of persons with a developmental disability. NBRC is unable to guarantee referrals or placements to any vendored residential homes.

*Title 17 California Code of Regulations, Division 2* are the governing regulations for Regional Center services under the Department of Developmental Services.

## Specialized Experience Requirements

In accordance with Title 17 regulations, NBRC vendors and monitors residential care homes that are specifically developed for children, adults, and elderly who have developmental disabilities. NBRC closely adheres to the regulations governing residential care homes. Prospective providers must meet the minimum “direct supervision and special services” experience requirement with developmentally disabled persons specified by Title 17 (See Title 17-Division 2, Chapter 3: Community Services, Chapter 4: Residential Services and Quality Assurance Regulations, Section 56037).

- Experience is typically obtained through employment in residential care homes or day/work/special education school programs with people with developmental disabilities. There are many opportunities for work in these settings. Note: employment or training in the medical field, mental health, or human/social services **will not** be substituted for direct care experience.
- Documentation of direct care experience must verify the equivalent of forty hours a week for the number of months specified by Title 17 for the level of home the applicant proposes to open. All work experience must be verifiable through employment records. Volunteer or undocumented experiences may **not** be substituted for paid experience. NBRC considers direct supervision experience to be essential for realistic goals and expectations in creating a home environment that will enhance the lives of each of the residents.

## Specialized Level Four Residential Development

**NBRC** develops **ALL** level four homes through the “Targeted Procurement Process” in which NBRC identifies the need for new specialized level 4 homes in Napa, Solano or Sonoma counties. NBRC issues a “**Request for Proposal**” notice to all vendors and the public at large to respond to the development need. Only those individuals selected to open a specific a level four home through this process are awarded the opportunity to develop a level four home.

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## Vendorization Requirements

Individuals seeking to have a residential care home vendored with NBRC must meet all Title 17 requirements as well as comply with NBRC polices to obtain vendor status. All applicants must also be in compliance with Title 22 Regulations. The following are the basic requirements for vendorization. \*\*

- Per Title 17, Section 56005, prospective providers must notify NBRC in writing of their intention to establish an approved level 2 or 3 home. This letter must include a statement of the administrator's qualifications as stated in Section 56037.
- The proposed home must have a valid residential care home Community Care License issued through the Department of Social services.
- The license must be appropriate for the age and category group the applicant proposes to serve. Residential Foster Care Licenses are accepted.
- The certified administrator must have direct supervision and care experience with individuals who are developmentally disabled as specified by Title 17. Individuals seeking to develop homes serving children and/or serve as an administrator of a home serving children must demonstrate knowledge of and experience with special needs children. Employer verification of experience is required.
- The proposed administrator must successfully complete the **NBRC Residential Provider Orientation** prior to vendorization.
- Program designs submitted must meet *Title 17* regulations and **NBRC** standards for approval. Only level 2 or 3 homes will be approved without a "Request for Proposal" award.
- Transportation – To assure a normalized life style, vendored residential care homes must have a private vehicle available that can be used for the daily transport of residents to and from their work or day program, medical appointments, as well as community and recreational activities. This vehicle needs to be available in case of emergencies as well. The program design for the home must include a statement describing this service.
- Proof of a \$1,000,000 (one million dollar) professional liability insurance policy is required with the vendor application prior to vendorization. This is an NBRC business policy.
- Prospective applicants must complete a vendor application packet for approval. The submitted packet must include all required documentation including verification of direct care experience, if not previously submitted, copies of all applicable licenses, and proof of insurance. Copies of incorporation status must also be submitted.

\*\*This should not be considered complete information regarding the regulatory requirements which an applicant must meet for all agencies involved in the oversight of the residential services to consumers of North Bay Regional Center.

# North Bay Regional Center

## Agencies

### Community Care Licensing

Redwood Empire District Office

101 Golf Course Drive, Suite A –230

Rohnert Park, CA 94928

Telephone Number: (707) 588-5026

Sacramento Telephone number: (916) 263-4700

Community Care Licensing Web Site: [www.cclcd.ca.gov](http://www.cclcd.ca.gov)

Orientation sessions for new applicants are held on Thursdays. Reservations are required. Different licensing categories include Adult Residential Facilities (ARF) and Residential Care for the Elderly (RCFE). Community Care Licensing (CCL) in Sacramento handles licensing of small family homes for children, children's Group Homes and Foster Family Agencies. If you plan on opening a children's home be sure to check with CCL to determine which office handles your geographic area so you can be sure to attend the correct orientation session.

## Regulatory Resource Information

### **Internet Sites for Information on Regulations and Developmental Disabilities**

North Bay Regional Center: [www.nbrc.net](http://www.nbrc.net)

Provides general information about North Bay Regional Center and services for developmentally disabled individuals. Includes links to the Department of Developmental Services allowing access to **Title 17** regulations.

Department of Developmental Services: [www.dds.ca.gov](http://www.dds.ca.gov)

Describes services provided by California's twenty-one regional centers and includes a link to **Title 17** regulations.

California Codes of Regulations: [www.ccr.oal.ca.gov](http://www.ccr.oal.ca.gov)

## Title 17 Residential Services Regulations

Information about administrator qualifications and residential home requirements may be found in: **Title 17 California Code of Regulations – Division 2, Chapter 3: Community Services Sub Chapter 4: Residential Services and Quality Assurance Regulations**