

Kern Regional Center  
Board of Directors Meeting Agenda  
April 23, 2019

General Business		
1. Call to Order and Introductions	Action	Oscar Axume
2. Approval/Additions to Agenda	Action	Oscar Axume
3. Meeting Minute Approval for February 26, 2019	Action	Oscar Axume
4. Public Input	Info.	Et al
Unfinished Business		
Reports		
5. Board President Report	Info.	Oscar Axume
6. Client Representative	Info.	Roy Rocha
7. Financial Report <b>Handout</b>	Info./ Action	Tom Wolfgram
8. Roldand Roo's CPA Independent Audit		
9. Executive Director's Report <b>Attachment 1</b>	Info.	Michi Gates
10. Vendor Advisory Committee A. VAC Bylaws <b>Attachment 2</b>	Info./ Action	Mitzi Villalon
11. Staff Report A. Grassroots Update	Info.	Celia Pinal & Roy Rocha
B. Self Determination <b>Attachment 3</b> C. Community Placement Plan (CPP)/Community Resource Development Plan Update D. Service Standards - Day Care/Dependent Care POS <b>Attachment 4</b> E. Service Standards – Social Skills Training Update <b>Attachment 5</b>	Info./ Action	Cherylle Mallinson
New Business		
Board Training		
Good and Welfare		

Meeting Location and Time:

Kern Regional Center – Bakersfield Office / Malibu Conference Room

6:30 PM

Next Board Meeting: May 28, 2019



# Senator Jeff Stone

28<sup>th</sup> Senate District

## Fact Sheet SB 412

### What is the origin of the proposal?

This bill originated from talks with representatives of the regional centers about barriers to critical services.

### What is the background of this proposal?

California serves well over 300,000 individuals with developmental disabilities through contracts with independent, non-profit regional centers. Those centers have many responsibilities, including coordinating services for eligible individuals.

During the Great Recession, the developmental disabilities services system was subjected to over \$1 billion in cuts and funding reductions. While California's economy has rebounded, many of those cuts remain in place.

Ensuring access to services is critically important for people with developmental disabilities and their families. These services are life-changing, and artificial barriers can cause meaningful harm to the lives of people who otherwise qualify for them.

### What deficiency in current law does this bill seek to remedy?

Under current law, a program called the "Family Cost Participation Program" requires regional centers to pay for less respite, daycare, and camp (now suspended) than a child needs based on family income. Families are expected to make-up the difference.

A separate, income-based fee program called the "Annual Family Program Fee" charges parents of children receiving other services.

These fees were created to raise money for the state during the Recession, making them, essentially, taxes on disability.

### What specifically will this bill do?

SB 412 repeals these disability taxes. By doing so, it removes an artificial barrier to accessing services.

### Which code sections does this bill affect?

SB 412 repeals Sections 4783 and 4785 of the Welfare and Institutions Code, relating to developmental services. It also removes mooted references to those sections in Section 95004 of the Government Code, the California Early Intervention Services Act, and Section 4684 of the Welfare and Institutions Code.

### Who are the proponents of this legislation?

SB 412 is sponsored by the Association of Regional Center Agencies.

### Who is the main contact for this bill?

Claire Marks, Senate Fellow

Phone: (916) 651-4028

Email: [Claire.marks@sen.ca.gov](mailto:Claire.marks@sen.ca.gov)

KERN REGIONAL CENTER  
VENDOR ADVISORY COMMITTEE  
**BY LAWS**

Adopted 4-25-89, Revised 4-23-92, Revised 9-15-04, Revised 9-23-08  
DRAFT (1<sup>st</sup> reading proposed 1-22-19 with revisions and approval 3-26-19)

**1.0 PURPOSE**

- 1.1 The Kern Regional Center Vendor Advisory Committee, hereinafter referred to as “Committee” shall provide advice, guidance, recommendations and technical assistance to KRC in order to assist the regional center in carrying out the functions as mandated by law.
- 1.2 The Committee shall provide information and assistance to the vendor community.

**2.0 COMMITTEE MEMBERSHIP**

- 2.1 The Committee shall be composed of a wide variety of persons representing the various categories of providers from which the regional center purchases client services.
- 2.2 All members shall be vendors (providers from which KRC purchases client services) or their designated representative. Each organization or affiliates (shall be defined as: Company Name) shall have no more than one voting member.
- 2.3 The Committee shall consist of a minimum of 7 voting members. Other vendors may participate in meetings but shall not be voting members unless selected in January of a given year.
- 2.4 Any vendor that wishes to serve on the Committee shall have the opportunity to express their willingness to serve on the Committee at its January Meeting. Interest in membership on the Committee may determine the number of voting members that specific year. Individuals wishing to serve as voting members shall attend the January meeting or send written notice of their intention to the Committee in advance of the meeting. The Committee shall establish the voting member roster at the January meeting. At subsequent meetings a voting member may send a proxy voter to a meeting should a notice of a specific vote be called. The Committee shall prepare a Committee roster to be submitted to the KRC Board for ratification in February.

- 2.5 Any new company that is vended after January's meeting and wishes to be on the Committee may be voted in.
- 2.6 All vendors may attend or give input to the Committee at any meeting or in writing or by email to express their concerns or opinions to the Committee and its officers.
- 2.7 A quorum shall be defined as a simple majority of voting members.

### **3.0 REGULAR MEETINGS**

- 3.1 Regular meetings of the Committee shall be held at least once every other month on the fourth (4th) Thursday of each month, at 10:00 am. The Committee meeting schedule is January, March, May, July, September, October and the Vendor Luncheon in November. If the meeting falls on a holiday, the Committee shall establish an alternate meeting date at the regular meeting preceding the holiday.
- 3.2 Special meetings may be called for any Committee business by: a) the Committee Chairperson, b) a quorum of Committee members, or c) the KRC Chief Executive Officer.
- 3.4 Meetings shall be held at the Kern Regional Center main office unless members are otherwise notified in advance.
- 3.5 Nonmembers may be invited to give regular or single presentations to the VAC. These presentations, if occurring during Regular Meeting shall take 15 minutes or fewer each and compose no more than 30 minutes combined during a single Regular Meeting unless a second motion from VAC members to expand the time allotted is carried by a majority of those present.

### **4.0 COMMITTEE OFFICERS**

- 4.1 Committee officers shall be Chairperson and Vice-Chairperson. Each shall be elected to serve for two years (one term equates to two years). Committee officers will have no financial responsibilities related to the VAC. The Kern Regional Center will facilitate and handle all financial responsibilities related to the VAC - its events, meetings, and or other activities including postal expenses, or other miscellaneous costs ensured.
- 4.2 Selection of officers shall be made at the January Committee meeting by the Committee members. Selection shall be by a majority vote of the voting members in attendance providing that such membership constitutes a quorum.

- 4.3 The Committee shall designate one of its members to serve as Chairperson of the Committee and as member of the KRC Board of Directors.
- 4.4 The Committee Chairperson may not be elected to serve more than one term at a time (a term is defined as two consecutive years). He/She may be elected again at a later time, but the terms shall never be consecutive.
- 4.5 The Chairperson and/or Vice Chairperson can be removed from office by a quorum, for failing to fulfill the responsibilities of the office.
- 4.6 The secretarial duties of the VAC Committee shall be performed by a designated liaison of the Kern Regional Center. This individual will take minutes, distribute minutes, and provide necessary support to the Chairperson and members for the registration for meetings and the Vendor Luncheon. Records and minutes of the VAC will be maintained by the KRC liaison and are open for inspection by any member at any reasonable time. KRC's liaison will also be responsible to ensuring the VAC minutes are posted on KRC's website.
- 4.7 The members of the VAC and its officers shall serve without compensation.

## 5.0 DUTIES OF MEMBERS

- 5.1 It shall be the duty of each member of the Committee to attend the meetings and take an active part in the affairs of the Committee.
  - 5.1.1 Any member may resign immediately upon giving notice to the Chairperson and/or the Secretary, unless the notice specifies a later time for the effectiveness of such resignation.
  - 5.1.2 Absence of three (3) consecutive meetings by a Committee member without prior notice may constitute resignation from the Committee. Members of the Committee as the whole may be absent, but are encouraged to send another representative from their organization.
  - 5.1.3 It shall be the duty of each member of the Committee to vote on relevant items such as election of officers and other items concerning the Committee as a whole such as changes in the By-Laws. In addition, votes may be necessary in matters that will affect the Committee as a whole such as event preparations and/or event budget. Furthermore, the Committee would recommend they have an opportunity to review and provide feedback on any documents affecting vendor policy changes i.e., Performance Contract, before they are voted on by the KRC Board.
  - 5.1.4 *In Absentia* votes may be cast when notice of the member's absence is submitted to the Secretary prior to the commencement of the meeting where votes may be cast.

5.1.5 If an issue requires urgent attention, the Chairperson may call for an Emergency Vote. If an emergency Vote is called, the KRC liaison will inform all current members of the Emergency Vote not less than seven (7) business days before the votes are to be counted. The information provided by the KRC liaison to all current members shall include:

- The question to be voted upon.
- The specific method of voting (including email address, fax number, or address to which the votes must be sent or that the vote will be taken in person at a special meeting).
- The date the votes are to be counted and the results certified, and
- The reason the question required an emergency Vote.

At the next regular meeting, the VAC shall recertify or decertify the Emergency Vote.

5.1.6 Some events coordinated by the VAC will have associated costs such as the Vendor Luncheon. Members are responsible for their own tickets and/or other costs. Vendors may be reimbursed for expenditures incurred during the planning and execution of the Vendor Luncheon.

5.2 Committee members shall remain in good standing and not be subject to removal unless:

5.2.1 The member is no longer a vendor or an employee of a vendor to KRC.

5.2.2 The Organization no longer provides services to KRC clients.

5.2.3 The Vendor Advisory Committee Chairperson shall notify in writing, members who are no longer eligible to serve on the Committee.

## 6 SUB-COMMITTEES

6.1.1 Sub-Committees of the Vendor Advisory Committee may meet at sites deemed appropriate by each Committee and may meet via electronic means such as *Go To Meeting*, conference call (as long as they can clearly hear each other) or by email. Participants in a meeting pursuant to this paragraph constitute presence in person at such meeting.

6.1.2 Except as otherwise provided by these Bylaws, the (VAC) Committee may, resolve to put in place Sub-Committees as deemed necessary and may be identified as service specific designation or for social purpose.

6.1.3 Sub-Committees will report to the Chairperson of the Vendor Advisory Committee as to their progress and/or to the Committee as a whole, at regular meetings.

- 6.1.4 The Chairperson shall appoint the Chairpersons of the Sub-Committees. No act of a Sub-Committee shall be valid unless approved by the vote or written consent of a majority of its members.
- 6.1.5 Sub-Committees have no power or authority to act on behalf of the VAC. They may not enter into any contract or commit in the name of the VAC.
- 6.1.6 Sub-Committees may be formed with the following designations (but not limited to the following designations): Specific Service areas, Legislative, By-laws, and/or Event Planning.
- 6.1.7 Sub-Committees will consist of two or more VAC members with specific designation of duty requested from the VAC and will report back to the VAC at a regular meeting, as necessary.
- 6.1.8 Financial review of any or all events expenses will be inclusive to records of the Kern Regional Center and reviewable along with the financial reports and records of the Kern Regional Center.
- 6.1.9 Sub-Committees may be comprised of non-voting Committee members but must be affiliated with a Vendor.
- 6.1.10 At least one Sub-Committee member must be an expert in the area related to the Sub-Committee.

## **7 CHAIRPERSON AS KRC BOARD MEMBER**

- 7.1 The Committee Chairperson shall serve one, two year term, unless emergency circumstances arise and an extension of the term is required. If said extension is required, the Committee must first vote on approving the extension. Otherwise, the term begins with the February KRC Board meeting.
- 7.2 The Committee Chairperson Board Member must complete a conflict of interest statement pursuant to Section 4626 of the Welfare and Institutions Code.
- 7.3 The Committee Chairperson Board Member may not vote on issues where potential conflict of interest exists as determined by the KRC Board Chairperson pursuant to Section 4622 of the Welfare and Institutions Code.
- 7.4 The Committee Chairperson Board Member may not hold office on the KRC Board pursuant to Section 4622 of the Welfare and Institutions Code.

- 7.5 The Committee Chairperson Board Member must treat all information in Executive Session as confidential and cannot share this information with anyone outside of the KRC Board.
- 7.6 Removal from the Board of Directors may occur for the following reasons:
  - 7.6.1 A conflict of interest pursuant to the applicable section in the Welfare and Institutions Code and Title 17 of the California Administrative Code exists.
  - 7.6.2. For reasons listed under Section 5.2 of this Policy and Procedure.
  - 7.6.3. For failure to provide full financial disclosure per Welfare and Institutions Code, Section 4622.
- 7.7 The member must not be in conflict with any laws or regulations relating to Vendor Board Members.

## **8.0 PARLIAMENTARY PROCEDURES**

- 8.1 *Roberts Rules of Order* (newly revised) shall govern the conduct of the Committee meetings.

## **9.0 COMMUNICATION**

- 9.1 All written communications from the Committee shall be sent out over the signature of the Chairperson, or his/her designated appointee or as the Committee may direct.
- 9.2 The Committee's primary contact point with the KRC Board of Directors is the KRC Executive Committee.
- 9.3 The Committee's primary contact point with KRC is KRC'S Chief Executive Officer, or his designee.
- 9.4 Disputes regarding Committee requests for information from KRC shall be resolved by the Committee Chairperson and the KRC Chief Executive Officer.



**10.0 REVIEW AND AMENDMENTS**

10.1 These BYLAWS may be amended by a majority of the voting members present, provided notice of said amendment has been given at the previous meeting. The BYLAWS of the VAC may be altered, amended or repealed and new BYLAWS adopted by two thirds (2/3) vote cast after the second reading of the proposed change. The second reading shall occur no fewer than thirty (30) days following the first reading at which the proposed change is formally recommended.

**11.0 CONFLICT OF INTEREST**

11.1 When a pecuniary interest exists and it is foreseeable that a governmental decision could materially affect that pecuniary interest in a manner distinguishable from the effect on the public generally, the member should disclose his/her financial interest in the matter, withdraw from any participation in the matter, refrain from attempting to influence another member of the decision-making body and refrain from voting. He/She may then appear before the Committee as a member of the general community representing himself/herself on matters relating to their personal interest.

# SELF-DETERMINATION

UPDATE APRIL 12, 2019

## Self -Determination Orientations Begin

Individuals from Regional Centers and their Local Advisory Committees recently completed training on conducting the Self-Determination Program (SDP) Orientation. Regional Centers have 60 days from March 16, 2019 to begin conducting Orientation sessions for the newly selected SDP participants. Individuals must complete an Orientation prior to participating in SDP. For information regarding SDP Orientation in your community, contact your local Regional Center or attend a Self-Determination Local Advisory Committee meeting.



## Meet Kim!

Kim is served by San Diego Regional Center and was selected to participate in SDP. Kim says "I am ecstatic, I have been waiting since the 90's for Self Determination to start... I am excited to be participating in it and seeing how I can think more out of the box instead of the traditional services..." Her first step will be a Person Centered Plan. Prior to participation in SDP, a potential participant may request person-centered planning services, in addition to those provided by the regional center, to assist with the comprehensive planning to inform the development of the IPP. Contact your Regional Center for more information or read the DDS correspondence on initial person-centered planning services at <https://www.dds.ca.gov/SDP/docs/personCenteredPlanning.pdf>

## Question of the Day

**Q:** Can family members be paid to be the Independent Facilitator?

**A:** The parent of a minor child cannot be paid to be the Independent Facilitator for that child but can act as the unpaid Independent Facilitator for that child. The parent of an adult can be paid to be the Independent Facilitator for that adult participant. The spouse of an adult participant cannot be paid to be the Independent Facilitator for that participant. All other family members can be paid to be the Independent Facilitator.

Read more about Independent Facilitator at <https://www.dds.ca.gov/SDP/docs/sdplIndependentFacilitator.pdf>

### WANT MORE INFORMATION ABOUT SELF -DETERMINATION?

- ◆ Visit the Self-Determination Page of the DDS website at <https://www.dds.ca.gov/SDP/>
- ◆ Attend a Self-Determination Local Advisory Committee Meeting, contact your Regional Center or Local State Council on Developmental Disabilities Regional Office

**Kern Regional Center**  
**Purchase of Services Guidelines**  
**DAY CARE/DEPENDENT CARE**  
**Vendored Under Service Code 851**

**Definition:** Day care services mean services that provide appropriate non-medical care and supervision, while parent is engaged in employment outside of the home and/or educational activities leading to employment, to ensure the consumer's safety in the absence of family members. Day care/Dependent care services will attend to the consumer's basic self-help needs and other activities of daily living including interaction, socialization and continuation of usual routines, which would ordinarily be performed by the family member. Day care services can be provided by a licensed family day care agency, a licensed childcare center, preschool, or FMS if eligible.

Working parents face many challenges as they strive to balance competing priorities and responsibilities. One issue may be securing day care for children not yet old enough to attend school (0-5) and after school day care for school age children (6-17) who require supervision. Locating a program with trained and reliable caregivers, safe environments, stimulating activities, peer groups for social interactions, convenience for the home/work/home commute and availability is a goal for many families.

For parents of children with a developmental disability, the arranging for such care may pose additional challenges such as finding persons and community programs to accept their children and who are experienced with the specialized care, which is necessary. Families may also face a unique issue of securing supervision for an adolescent son/daughter (age 13-17) after a school program.

The cost of supervision over and above what a family would pay for a non-disabled child of a certain age may be funded by the Regional Center pursuant to Lanterman Developmental Disabilities Act, Section 4659, 4646.4 (a)(4) and 4685 (c) (6). Section 4685 (c) (6) states: "... the regional center may pay only the cost of day care services that exceeds the cost of providing day care service to a child without disabilities. The regional center may pay in excess of this amount when a family can demonstrate a financial need..." In reviewing requests to fund day care, the responsibility of the day care provider to meet the needs of the client under the ADA and other laws, the cost effectiveness of the proposed day care and the financial means of the parent(s).

**KRC may assist with a portion of the cost of day care when the following criteria are met:**

- 1) The parent of a single-parent household or both parents of a two-parent household are engaged in full time employment or vocational training and providing such support will enable the continuation of employment/training. *(Documentation to verify employment and hours of employment must be provided annually for parents who are employed full time and semi-annually for parent(s) enrolled in vocational training or continuation of education that includes enrollment of classes and schedule along with proof of attendance.*

- 2) The child's needs require specialized care which is in excess of that provided to a nondisabled children of the same age (such as medical equipment and care which require specialized training, behavior such as self-abuse, assault, aggression, significant assistance with self-help task, supervision when older than 13 years of age)
- 3) Such care is not available to the family through usual resources found in communities at usual cost (such as childcare centers, neighborhood school, churches, YMCA, etc. whose fees are customary for the area and service provided.) *Documentation from generic resource indicating they are unable to serve the child is required annually.*

For older children (ages 13-17), resources that may be available include generic financial support of Supplemental Security Income (SSI) and In-Home Supportive Services (IHSS) **must** be explored and pursued to address the need for supervision before dependent care services is requested from Kern Regional Center.

Families will be subjected for Family Cost Participation Program if they are utilizing KRC funded day care services.

**Kern Regional Center**  
**Service Standard**  
Vendorization Expectations and Requirements  
Social Skills Training  
**Vendored Under Service Code 028**

**Definition:**

Social Skills Training (SST) is a behavior service that promotes the development of interpersonal and communication skills necessary for successful interactions within home, community and peer group settings. The objective of this service is to teach critical elements that comprise social skills as a whole. Some of these elements include but are not limited to, eye contact, listening, sharing, turn taking, greetings, interpreting facial expressions, making friends, initiating and maintaining conversation, self-advocacy and otherwise developing cooperative and meaningful social interactions with others. Developing these important skills in turn, may maximize an individual's potential across environments and increase the likelihood of successful integration within their community. Learning occurs via direct teaching of integrated social/play activities and the social communication skills needed to be successful in social interaction. SST is a short-term (6 months), evidence-based service with focused and time-limited teaching objectives that typically occur in small groups (2-6 clients). Group members should be similar in age, diagnoses, and goals. Given the group setting, the following criteria increases the likelihood of success: strong motivation for social interaction, low average to high cognitive ability, absence of behavior excesses that interfere with group learning and well developed communication (vocal or otherwise). Groups use direct instruction, role-playing, rehearsal and other evidence-based practices to promote social learning.

Parent participation is required for social skills training programs to be successful. Parent participation may include attending parent consultation sessions, completing homework assignments, team meetings, community based instruction, and the generalization and maintenance of skills.

**SST programs:**

- are supported by evidence based (peer-reviewed) research
- are conducted by qualified professionals
- provide outcomes that are defined, measured and used to ensure effective time-limited programming
- have clear entry criteria including, but not limited to, consumer age, diagnosis and level of functioning
- must include parent training in order to ensure maintenance and generalization of skills, as well as facilitation of social skills development over time

**Child Groups (Up to 12 years old):**

Treatment for this age range typically targets the social/play milestones that foster immediate independence in the child's natural social setting. Evidence based practices for this age range include antecedent based interventions, differential reinforcement, naturalistic interventions, parent implemented interventions, peer mediated instruction, PECS, pivotal response training, self management, social narratives, task analysis, video modeling, and visual supports.

### **Teen Groups (13-17 years old):**

The focus of social skills training for this age range is to target the social skills necessary for the individual to function as independently as possible in the natural social environment. Goals targeted should include skills that are functional and include an emphasis on skill generalization across settings.

Evidence based practices for this age range include antecedent based interventions, differential reinforcement, naturalistic interventions, parent implemented interventions, peer mediated instruction, PECS, pivotal response training, self management, social narratives, task analysis, video modeling, visual supports and role-play of social scenarios.

### **Transition Age Groups (18-22 years old):**

The focus of social skills training for this age range is to target the social skills necessary for the individual to function as independently as possible in the natural social environment. Goals targeted should include skills that are functional and include an emphasis on preparation for social interaction in the least restrictive adult setting.

Evidence based practices for this age range include prompting, community based instruction, self-management, and role-play of social scenarios.

Age ranges serve as guideline, but may vary depending on individual consumer needs. Upon completion of a consumer's participation in a Child or Teen group, the Planning Team may consider assessment of the need for Social Skills Training in an older age grouping.

### **Requirements for agencies seeking vendorization:**

- Vendors providing Social Skills Training may work as a group practice utilizing staff that qualify as an Adaptive Skills Trainer (Title 17, §54342(a)(3)) or as a Bachelor's Level Social Skills Trainer.
- Adaptive Skills Trainer shall possess, at minimum, a Master's Degree in education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation. The vendor must have, at minimum, one (1) years' experience in the design and implementation of social skills training plans and/or group instruction.
- Has successfully completed one or more graduate level courses related to teaching skills to persons with developmental disabilities.
- Bachelor's Level Social Skills Trainers shall possess a Bachelor's degree in education, psychology, counseling, nursing, social work, applied behavior analysis, behavioral medicine, speech and language, or rehabilitation. This level of Social Skills Trainer must have at minimum one (1) years' experience in a group-learning environment and training specific to social interaction.
- If the vendor will function as a Group Practice (Title 17 Section 54319), staff shall meet the qualifications of a Behavior Management Technician (BMT). A BMT shall possess a high school diploma or the equivalent, complete 30 hours of competency-based training designed by a Certified Behavior Analyst within six (6) months from the date of hire, and have six (6) months experience working with persons with developmental disabilities; **or** possess an Associate's Degree in either a human, social, or educational services discipline, or a degree or certification related to behavior management from an accredited community college or educational institution, and has six (6) months experience working with persons with developmental disabilities.
- The vendor shall use a Board Certified Behavior Analyst (BCBA) to develop the competency-based training and oversee the development of social skills plans. The BCBA may be used in a consultant capacity.

- If the vendor will function as a Group Practice (Title 17 Section 54319) which utilizes trained BMT level staff (that do not meet Title 17 requirements for Service Code 605), supervision must be offered at a minimum of one (1) group session per month. The supervision hours provided shall not be billed as separate hours of service as they are included in the rate for direct service. In addition to the supervision provided, the Social Skills Trainer will review and cosign all update reports completed by the BMT staff. The BCBA will be responsible for conducting the assessment, drafting the assessment report, and developing the plans for group instruction.
- The vendor shall indicate in their reporting what level of staff is conducting the intervention.
- Can meet all of the requirements set forth by KRC within the vendorization process outlined in Title 17 of the California Code of Regulations; including, but not limited to:
  - Vendor Criteria Committee Interview
  - Vendor Orientation
  - Program Design
  - SIR Training
  - Accounting Training

**Expectations for SST programs:**

- The vendor shall follow all applicable regulations.
- The program utilizes evidence based practices and is based on a written curriculum that specifies the skills to be taught and the outcomes to be achieved\*
- Is administered by qualified professionals, with approved levels of oversight
- Develop and address observable and measurable objectives in the consumer's IPP
- Provides measurable improvement in social skills using a curriculum based assessment or a standardized measure of progress \*
- The vendor shall follow the standards noted in WIC Section 4686.2 regarding the provision of applied behavior analysis (ABA) services to include, but not limited to, the following:
  - The vendor shall develop an intervention plan that shall include the service type, number of hours, and parent participation needed to achieve the consumer's goals and objectives, as set forth in the consumer's IPP or IFSP. The intervention plan shall also set forth the frequency at which the consumer's progress shall be evaluated and reported.
- The intervention shall provide measurable improvement in identified IPP objectives. These improvements will be documented in quarterly update reports that follow the report writing requirements previously adopted by KRC and attached to these Service Standards.
- Requires active parent participation and training

\*Approach, curriculum, and assessment tools must meet requirements set forth by the National Standards Project, National Professional Development Center on ASD, and be reviewed by KRC clinical team.

**Amount of Service:**

- **Assessment** - The initial assessment for a SST program is limited to a maximum of 8 hours but in some cases can be completed in less than 8 hours.
- **Determination of Hours** - The initial amount of Social Skills Training will be a minimum of one (1) session per week for 60-90 minutes for six (6) months, depending on the approved program design and curriculum. The program may

SST Service Standards 2/7/19

be extended an additional **six (6) months** if reasonable progress is demonstrated and the client continues to have significant social impairments. Requests for extensions must be accompanied by a progress report from the provider. The progress report must contain objective measures of skill acquisition and demonstrate measurable progress towards IFSP/IPP goals.

- **Non-billable Time** - KRC will not reimburse vendors for the time spent preparing reports or conducting internal staff meetings regarding consumers that occur outside of the presence of the consumer and/or their parents/guardians. Billable time is solely face-to-face consumer time.
- The vendor shall follow the requirements of Title 17 as they relate to billing for services rendered, specifically, but not limited to, the following:
  - § 54302 (a)(27) "Direct Services" means hands-on training provided by the vendor in accordance with the requirements of the consumer's Individual Program Plan and the provisions of Section 56720 (Consumer IPP Documentation) of these regulations
  - § 57210 (a)(3) "Direct Service Hours" means the number of hours during which direct services are provided to consumers by direct care staff to meet the objectives of the program design pursuant to Section 56712 or 56762...
  - § 54302 (a)(72) "Unit of Service" means the increment of service provided to consumers which is used to charge and invoice the regional center for services provided. The increment of service is specified as hours, days, transportation mileage or any other increment of service agreed to by the Department, regional center and the vendor
  - § 54326 (a)(10) Bill only for services which are actually provided to consumers and which have been authorized by the receiving regional center...
  - § 54326 (a)(11) Not bill for consumer absences for nonresidential services...

**Key Considerations for KRC Purchasing SST services:**

1. Differentiate between Social Skills Training and Social Recreation. The Lanterman Act requires that parents cover the costs of social leisure and recreation activities (as opposed to Social Skills Training) and related equipment for their children with disabilities as they would for children without disabilities
2. If making a referral for any consumer, parents/guardians must utilize what is available through their insurance provider to cover this service. A written denial from the insurance provider is required prior to KRC funding of the service.
3. Parents shall complete Behavioral Parent Training (**16 Hour Parent Training**).
4. An awareness of and sensitivity to the life style and cultural background of the child and family as it may relate to a behavioral approach
5. The family understands the impact, potential outcomes and risks of the intervention
6. Ability of the program to promote the child's integration into the school and community
7. Social Skills Training cannot serve as respite, daycare, school or emergency/crisis services
8. The selected service provider is qualified to address the need(s) and is available to provide the service
9. For children over age 3 years, the Service Coordinator must be aware of educational resources and the offer of Free and Appropriate Public Education (FAPE) which must be accessed prior to regional center funding. Should a family choose to decline the offer of FAPE the regional center is not allowed to supplant



- educational hours.
10. There is adequate support surrounding the consumer to ensure participation, maintenance, and generalization of skills. An important element of these programs is providing parents with the skills necessary to promote ongoing teaching and reinforcement of effective social skills
    - a. Parents/guardians have the willingness and ability to fully participate in the program
    - b. Parents/guardians understand they are responsible for transportation to Social Skills Training programs
  11. Social Skills Training is provided in a group format. Consider consumer's current skill level prior to referring to social skills training, including prerequisite skills for learning in a group environment. Specifically, the following criteria increases the likelihood of success: strong motivation for social interaction, low average to high cognitive ability, absence of behavior excesses that interfere with group learning and well developed communication (vocal or otherwise)
  12. Social Skills Training goals do not duplicate goals within any other type of service (for example Early Autism Treatment) funded by KRC and/or the School district. The intent of Social Skills Training is to supplement rather than supplant the learning opportunities presented by schools, parents and other natural supports. Total programming hours shall not exceed forty (40) hours per week.
  13. Proposed interventions must conform to all local, state and federal statutes in addition to the policies and codes of ethical conduct of relevant professional organizations
  14. Participation in typical community activities and organizations such as Boy Scouts, Girl Scouts, Boy and Girls Club, YMCA and YWCA, sports and hobby groups is encouraged. The Service Coordinator shall consider these options prior to the purchase of Social Skills Training.
  15. Participation in less integrated activities such as Special Olympics, bowling teams, dances and parties offered by Parks and Recreation and by developmental service organizations is also encouraged. The Service Coordinator shall consider these options prior to the purchase of Social Skills Training.

### **Technical Support**

All services provided by KRC vendors must comply with approved standards of care and treatment and be within the scope of the approved program design and intended parameters of the service code. Any issues or questions arising related to these standards, or deviations from the intended use of the service shall be referred to the Community Services and Supports Department for a Quality Assurance review and technical assistance.

### **Termination of Service**

Upon completion or termination of Social Skills Training services the Service Coordinator shall cancel any open POS.

### ***Termination of Social Skills Training will occur when:***

1. Services under this procedure are terminated upon either completion of special or regular education or as determined by age (18-22)
2. The objectives identified by the provider in the assessment report are met
3. There is documented evidence that reasonable progress is not occurring
4. The course has ended as outlined in the provider's program design
5. The parent /guardian's knowledge of Social Skills Training has improved such

that program participation is no longer warranted. The parent's/guardian's knowledge can be measured by:

- a. the consumer's progress and demonstration of acquired skills; or
  - b. meeting the training competency criteria developed by the service provider
6. The consumer and/or parent is unable to follow the service provider's attendance policy
  7. The parent or adult consumer wishes to terminate the service
  8. There is inconsistent follow through by family member/care provider
  9. The health or medical condition of a consumer deteriorates to a level that precludes program participation
  10. Consumer reaches upper age limit of provider's program design

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