

January 31, 2025

D-2025-Regional Center Operations-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS AND BOARD
PRESIDENTS

SUBJECT: PURCHASE OF SERVICE DATA MEETINGS, REPORTING AND
WEBSITE POSTING REQUIREMENTS

Pursuant to [Welfare and Institutions \(W&I\) Code section 4519.5](#), the Department of Developmental Services (Department) and regional centers must annually collaborate to compile purchase of service (POS) data relating to authorization, utilization, and expenditure. Additionally, each regional center must meet with community members annually in one or more public meetings regarding the data in accordance with W&I Code section 4519.5(g). Subsequent to the public meetings, each regional center must submit a report developed from the public meetings to the Department that includes the information as specified in W&I Code section 4519.5(i)(1) and post the report on its internet website in accordance with W&I Code section 4519.5(i)(2).

[Assembly Bill 1957](#) (Chapter 314, Statutes of 2022) added W&I Code section 4519.5(a)(8), which requires regional centers to report data for Fiscal Year (FY) 2023/24 on the numbers, percentages and total and per capita expenditure and authorization amounts, by age, as applicable, according to race or ethnicity and preferred language, for all combined residence types and for individuals living in the family home, specific to the following service types:

- Camping and associated travel expenses
- Social recreation activities.
- Educational services
- Nonmedical therapies, including, but not limited to, specialized recreation, art, dance and music.

GUIDELINES

Each regional center must adhere to W&I Code section 4519.5 and [Regional Center Contract, Article VII, Section 6](#).

Public Meeting Notifications: Pursuant to W&I Code section 4519.5(g) each regional center must inform the Department of the scheduling of the public meetings 30 days prior to each meeting. Each regional center must invite individual community members and groups representing underserved communities in a timely manner. In addition, notice of the meeting(s) must be posted on the regional center's internet website 30

days prior to the meeting(s). When notifying the Department, each regional center must include the link to the posted meeting notice. This information will be posted on the Department's website.

Requirements for Public Meetings: Pursuant to W&I Code section 4519.5(g), each regional center must hold public meetings related to the POS data separately from the regional center's board meetings. Each regional center will provide participants of the public meetings with data and any associated information, with discussion in a manner that is culturally and linguistically appropriate for that community, including providing alternative communication services. Regional centers must consider the language needs of the community and schedule the meetings at times and locations designed to result in a high turnout by the public and underserved communities.

POS Reports: Each regional center must annually submit their report to the Department by May 31. The report must include, but not be limited to, all the following:

- Actions the regional center took to improve public attendance and participation at community member meetings, including but not limited to, attendance and participation by underserved communities.
- Copies of minutes and attendee comments from public meetings.
- Whether the data indicate a need to increase equitable access in the purchase of services and supports; and,
- Recommendations and a plan to promote and increase equitable access in purchase of services if a need is indicated by the data.

Reports Required for Website Postings: The Department shall post the final, de-identified Fiscal Year 2023/24 Annual POS reports on the Department's website. Regional centers shall post a link on its internet website to the reports on the Department's webpage.

Additionally, each regional center and the Department must annually post the report developed from public meetings including all the required reporting elements pursuant to W&I Code 4519.5(i)(2) by August 31.

Deadlines:

- December 31, 2024: Regional centers shall post a link on its internet website to the reports on the Department's website.
- March 1, 2025: Regional centers must inform the Department and post on its internet website notification of public meetings no later than this date to meet the requirements of W&I Code section 4519.5(g). Regional centers must also notify community members in a timely manner.
- March 31, 2025: Regional centers meet with community members in one or more public meetings regarding the data.

- May 31, 2025: Regional centers submit their POS annual report developed from the public meeting(s) to the Department.
- August 31, 2025: Regional centers must post their POS annual report developed from the public meeting(s) on their internet website.

Please email all POS annual reports developed from public meetings, meeting notifications and correspondence to:

oco@dds.ca.gov

If you have questions regarding this correspondence, please contact your regional center's primary liaison.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

cc: Regional Center Administrators
Regional Center Directors of Client Services
Regional Center Community Services Directors
Amy Westling, Association of Regional Center Agencies
Michi Gates, Department of Developmental Services
Tiffani Andrade, Department of Developmental Services
Yasir Ali, Department of Developmental Services
Jacqueline Gaytan, Department of Developmental Services