



PETE CERVINKA
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

September 19, 2025

G-2025-Case Management-005

To: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: PROCESSES FOR SHARING INFORMATION FOR INITIAL INTAKE WHEN
THERE IS AN EXISTING UNIQUE CLIENT IDENTIFIER

This guidance clarifies processes related to the effective sharing of information between regional centers for timely access to initial intake and case transfers.

More specifically, this guidance addresses when there is an existing Unique Client Identifier (UCI) number but the individual has not been determined eligible by a regional center either for Lanterman Act services (status 2), or for provisional eligibility for Lanterman Act services (status U). This includes intakes for children, youth, and non-minor dependents in foster care.

Consistent with [Title 45 of the Federal Code of Regulations 164.506\(a\)](#), regional centers can exchange information for the purposes of timely provision of care and treatment.

- At the time of referral for regional center eligibility, if it is determined the individual has an existing UCI number with a prior regional center, the receiving regional center shall request from the prior regional center client records as outlined in [Welfare and Institutions Code \(WIC\) Section 4514\(a\)](#).
- The prior regional center shall provide the records promptly and securely. Consent is not required. The receiving regional center shall create a record and the individual shall be coded as Status 0 in SANDIS as outlined in the September 2022 [Intake and Assessment Requirements](#).

“Receiving regional center” is defined as the regional center who is in receipt of a referral for initial intake. “Prior regional center” is defined as the regional center who holds the existing UCI number.

For additional information please contact the Office of Statewide Clinical Services at (916) 268 7375, or via email at systemofcare@dds.ca.gov.

Sincerely,

Original Signed by:

MICHI A. GATES, Ph.D.
Chief Deputy Director, Program Services

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Directors of Clinical Service
Association of Regional Center Agencies