

PURCHASE OF SERVICE POLICY

I. INTENT

It is the intent of San Andreas Regional Center to secure services and supports that meet the needs of the consumer as determined in the consumer's Individual Program Plan.

II. DEFINITION

Planning Team consists of the individual with developmental disabilities; the parent or legal guardian of a minor consumer, or the conservator of an adult consumer; one or more regional center representatives, including the service coordinator; and any individual invited by the consumer, parent, guardian, or conservator.

Individual Program Plan (IPP) is a written plan describing what services and supports will be provided to the consumer. It is centered on individual and family needs and preferences, and it promotes independence and inclusion in the community. The Individual Program Plan shall be prepared by the planning team.

Generic Services means the services and supports provided by any agency that has the legal responsibility to serve all members of the general public and receives public funds to provide such services.

Service Coordination means the action taken to implement an Individual Program Plan, including, but not limited to: participating in the IPP process; considering all appropriate options for meeting each objective in the IPP; securing the services and supports specified in the IPP, through purchase or from generic agencies or other resources; coordinating, collecting and disseminating information; and monitoring the plan to ensure that the IPP objectives have been met.

III. POLICY

San Andreas shall find innovative and economical methods to achieve the objectives contained in the consumer's Individual Program Plan.

San Andreas Regional Center shall give preference to those services and supports that enable minors with developmental disabilities to live with their families, adult persons with developmental disabilities to live as independently as possible, and enable all consumers to interact with persons without disabilities in positive meaningful ways. pursuit of their personal future; and program planning and implementation.

The regional center shall monitor purchase of services for adherence to regional center policy for amounts and types of services being requested in order to provide fiscal accountability to the Board of Directors and to the Department of Developmental Services.

Families and consumers have a right to make choices in their own lives, including but not limited to: where and with whom they live; their relationships with people in their community; the way they spend their time, including education, employment and leisure; the budget contracted with the Department of Developmental Services.

The planning team shall

- Determine all the agreed upon needs related to the consumer and his/her developmental disability and list them on the IPP.

- Determine the appropriateness of a particular service to meet the needs of the consumer.
- Make the decision to secure, fund, change or terminate any service or service provider. Decisions will be based on the assessment of the consumers needs, life choices and life preferences. No service or support provided by any agency or individual shall be continued without the approval of the consumer/family/conservator.
- Determine the source of funding for the identified service, e.g., by generic agencies, the regional center, the consumer/parents/family, or other resources.

To ensure the cost effective use of public resources, San Andreas Regional Center advocates with consumers and families to secure generic agency funding and ensures that generic agencies do not discriminate against consumers/families in the provision of services.

IV. PURCHASE OF SERVICE (POS) STANDARD

This section appears in each consumer services policy. It either describes the guidelines that San Andreas Regional Center follows when it purchases services, or it indicates that San Andreas does not purchase the service.

V. EXCEPTIONS TO THIS POLICY

The executive director has full discretion to authorize service purchases which are exceptions to the board-adopted purchase of service policies. The executive director has designated different members within the organization who may authorize a director's exception. They are called the director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director's exception review is set by agreement between the consumer/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another Planning Team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director's exception may be warranted.

At the scheduled Planning Team meeting the decision will be made. The director's designee will attend the Planning Team meeting if necessary.

If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the consumer/family, and gives a copy of the amended plan to the consumer/family.

If the exception is not granted, the service coordinator promptly informs the consumer/family that it has not been granted, informs the consumer/family of their appeal rights, and sends a notice of action and a fair hearing form.

VI. NOTICE OF ACTION

If a decision is made to deny, reduce, or cancel the service without the agreement of the consumer or the consumer's representative, a Notice of Action will be sent. (Please refer to Fair Hearing Process.)

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