



Happy 2017!

We hope this newsletter will explain tips, reminders, and steps to follow to help make this your best year yet.

Community Services Vendor Maintenance Newsletter

Mission Statement

North Los Angeles County Regional Center, with integrity and transparency, provides lifelong partnerships and planning to persons with developmental disabilities by promoting their civil and personal rights, providing comprehensive information, advocating in cooperation with consumers, promoting and providing quality services, and supporting full participation of consumers and families in all aspects of community life.

Disclosure Statement (DS 1891 Form)

What? The DS 1891 form is a regulatory requirement for all current and prospective service providers as established in WIC, Section 4648.12 and 17 CCR, Section 54311.

The purpose of the DS 1891 form is to identify current service providers, and prospective vendors, that may be ineligible to provide services due to conviction of a crime related to the Medicare, Medicaid or Title XX programs or of abuse/neglect of an elder, dependent adult, or child.

When? NLACRC monitors compliance on a biannual basis with a new cycle starting January 1st of every even year. If a service provider has submitted the DS 1891 form in 2016, this form will be valid until December 31, 2017.

How? Please log-in to the online portal NLACRC set up with industry-leader OIG Compliance Now at www.sanctionscreeningnow.com.

If you do not have your password from the 2014 launch, please contact our team for assistance.

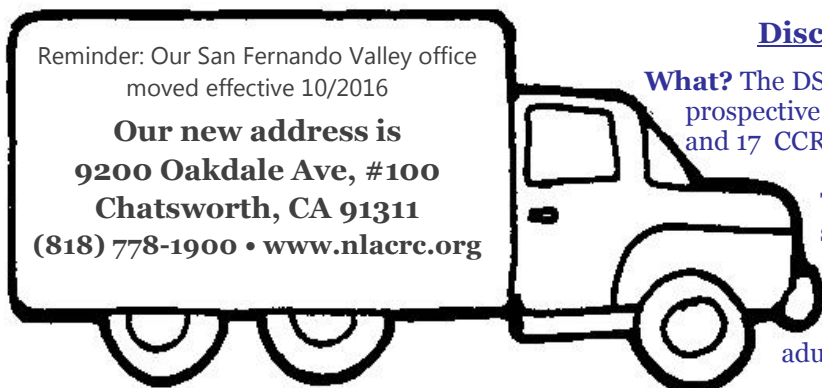
Did you know?

Effective July 1st, 2016, Section 4870 was added to WIC to encourage competitive integrated employment (“CIE”) for individuals with developmental disabilities. All providers of any service code are eligible for incentive payments, please go to the “Resources & Information” page at www.nlacrc.org for details on how to submit a Program Design addendum.

California minimum wage increased to \$10.50/hour eff. January 1st, 2017.

\$10.50

Submit requests for rate adjustments to raterequest@nlacrc.org per instructions on the “Announcements & Training” page at www.nlacrc.org.



Reminder: Our San Fernando Valley office moved effective 10/2016

Our new address is
9200 Oakdale Ave, #100
Chatsworth, CA 91311
(818) 778-1900 • www.nlacrc.org

KEEP US UPDATED

Any change in licensure (CCL, CDPH, etc.) or credentials (professional boards, certifications, etc.) must be reported to NLACRC!

Examples:

- change in administrator
- change in licensee
- change in residential / day program license capacity *

Please send related information to resourcedevelopment@nlacrc.org.

*Additional information about the process for a change in capacity is available on the “Announcements & Training” page at www.nlacrc.org.

CONTRACTS & COMPLIANCE TEAM

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Insurance Compliance

Please make sure your vendorization is in compliance with current insurance requirements per the Service Provider Insurance policy, which is on our website at <http://www.nlacrc.org/modules/showdocument.aspx?documentid=963>

The chart below summarizes requirements* and may be helpful for reference by your insurance carrier.

Any updates should be sent to Neriessa (# – J) or Josie (K – Z), according to vendor name.

Type of Liability Insurance	Least Amount of Coverage Accepted		NLACRC is Endorsed as an <u>Additional Insured</u> to the policy
General Liability	\$1 Million per occurrence and, \$3 Million aggregate limit		required
Professional Liability	\$1 Million per occurrence and, \$3 Million aggregate limit		required
Abuse and Molestation Liability	\$1 Million per occurrence and, \$3 Million aggregate limit		required
Automobile Liability <i>Applicable if the service provider is either: - transporting consumers, or - drives to the consumers' homes.</i>	California's minimum limit		No endorsement required
Workers Compensation <i>Applicable if service provider has hired one or more employees.</i>	California's statutory amount		No endorsement required
Surety Bond or Crime Coverage <i>Applicable if service provider is managing consumer funds/have access to consumer's assets.</i>	Amount safeguard per month	Bond required	No endorsement required
	\$750 or less	\$1,000	
	\$751 to \$1,500	\$2,000	
	\$1,501 to \$2,500*	\$3,000	
	*Every further increment of \$1,000 or fraction thereof shall require an additional \$1,000 on the bond.		

*NLACRC may request more coverage due to the specific nature of services.

Independent Audit Requirements

In March 2011, Section 4652.5 was added to the Welfare & Institutions Code requiring the following specific vendors to contract with an independent accounting firm for review of their financial statements. This was revised in June 2016 with the following requirements:

Providers that receive **\$500,000** or more from regional centers during the entity's fiscal year must obtain and submit an **independent audit or review**. This requirement also applies to work activity program service providers receiving less than \$500,000.

Providers that receive **\$2,000,000** or more from regional centers during the entity's fiscal year must obtain and submit an **independent audit**.

Per WIC, 4652.5 (b) copies of independent reports should be submitted to NLACRC within nine (9) months of the end of the fiscal year.

Please send audits to:

Attn: Accounting Dept.
c/o Audit & Revenue Supervisor
Kevin Koch, KKoch@nlacrc.org

Reminder!

Address / Tax ID / Entity Changes

To request an address change, a tax identification number change, or a business entity change, please email a scan of a written request on signed letterhead to VUpdate@nlacrc.org.

NOTE: Prior to making any change, please notify NLACRC. This process requires significant documentation and approval. There is a **three (3) month** turnaround upon receipt of all necessary documentation. Please continue to bill under current conditions until you receive approval of the requested change.

The Contract and Compliance team will contact providers about the **renewal** process before the end of their contract term.

Please be aware, at that time, we may need to request updated documents.

Your prompt reply is appreciated!