



# COMMUNITY SERVICES VENDOR MAINTENANCE NEWSLETTER

This newsletter is published quarterly.

Past issues are available at <https://www.nlacrc.org/service-providers/resources-information>

## EMERGENCY PLANNING INFO



With the recent Creek fire & flooding, NLCRC would like to remind all vendors to have their emergency supplies and plan in place. Please visit <https://www.nlacrc.org/service-providers/emergency-preparedness> for more information.

\*\*During emergency situations, you may receive a call from our Everbridge system (an emergency notification system). Please be sure to update your contact information with NLCRC so that we can reach you during an emergency.

## CCL Title 22 Updates

CCL Title 22 has changed. Below is the direct link to the CCL webpage where the 2017 updates to regulations can be found. Get familiar with the updates and let us know if you have questions ☺

<http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential>



## RSO

Residential Services  
Orientation  
Spring 2018

Are you interested in being an administrator to a group home? RSO begins March 26<sup>th</sup> and will run through May 21<sup>st</sup>.

If you are interested in participating, please register on the NLCRC website. You may also email [resourcedevelopment@nlacrc.org](mailto:resourcedevelopment@nlacrc.org) for more details.

## MINIMUM WAGE INCREASE

Effective January 1, 2018, SB 3 increases CA state min. wage from \$10.50 per hour to \$11.00 per hour for employers with employees, and from \$10.00 to \$10.50 for employers with 0 - 25 employees.

Service Providers (505, 510, 515, 520, 525, 805, 862 and/or 954) may visit the following site for more information:  
<http://www.dds.ca.gov/MinWage/>.

Negotiated Rate service providers must submit minimum wage request to NLCRC no later than March 1, 2018.

For more information and to download the worksheet please visit <https://www.nlacrc.org/service-providers/announcements-training>.



## KEEP US POSTED

### ADDRESS CHANGE PROCESS -

Planning a move? Have a new mailing address? Don't forget to update your address with NLCRC.

Please download the Address Change Form at <https://www.nlacrc.org/home/showdocument?id=5655>, and send to [VUpdate@nlacrc.org](mailto:VUpdate@nlacrc.org).

**Note:** After the form is submitted, additional paperwork will need to be completed in order to update your vendor file with the new address. Please allow up to **90 days** for the address change to be completed.

### LICENSURE/CREDENTIAL CHANGE PROCESS -

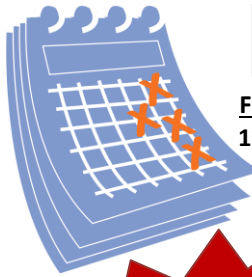
Any change in licensure (CCL, CDPH, etc.) or credentials (professional boards, certifications, etc.) **must** be reported to NLCRC!

### Examples:

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

Please send related information to [resourcedevelopment@nlacrc.org](mailto:resourcedevelopment@nlacrc.org).

\*Additional information about the process for a change in capacity is available on the "Announcements & Training" page at [www.nlacrc.org](http://www.nlacrc.org).



## UPCOMING EVENTS

### FEBRUARY

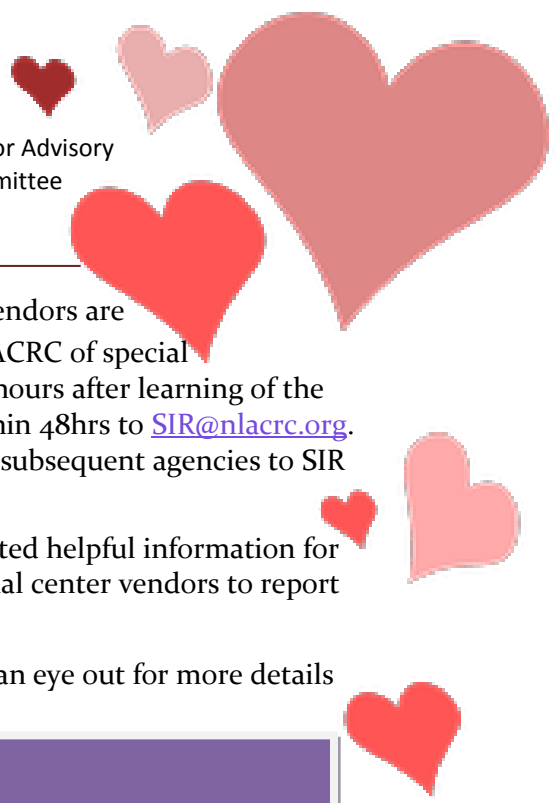
1<sup>st</sup>: Vendor Advisory Committee @9:30am  
14<sup>th</sup>: Board Meeting@ 630pm

### MARCH

1<sup>st</sup>: SIR Training  
8<sup>th</sup>: Vendor Advisory Committee  
26<sup>th</sup>: AV Vendor Forum

### APRIL

5<sup>th</sup>: Vendor Advisory Committee



As required by Title 17, Section 54327, all vendors are mandated reporters and **MUST** inform NLACRC of special incidents immediately, but no more than 24 hours after learning of the occurrence. Written SIRs **MUST** be sent within 48hrs to [SIR@nlacrc.org](mailto:SIR@nlacrc.org). Please cc' assigned service coordinator and other subsequent agencies to SIR email.

\* [NLACRC](#) and [Disability Rights of California](#) have posted helpful information for your review. Please note, [WIC 4659.2](#) requires certain regional center vendors to report certain incidents directly to Disability Rights of California.

\*\*NLACRC will also be hosting an SIR training on **March 1, 2017**. Keep an eye out for more details on the NLACRC website.

## COMPLIANCE CHECKLIST

### HIPAA-

Did you know you are required to conduct annual HIPAA trainings with your Staff? Please see our website for more information at <https://www.nlacrc.org/service-providers/resources-information>. If a security breach occurs, please contact [privacyofficer@nlacrc.org](mailto:privacyofficer@nlacrc.org).

### DISCLOSURE STATEMENT (DS 1891 FORM)-

Our new cycle starts January 1st of every even numbered year. Every service provider is required to submit a 2018 DS 1891 Form.

Please log-in to the online portal NLACRC set up with industry-leader OIG Compliance Now at <https://www.sanctionscreeningnow.com>.

\*If you do not have your password, please [reset here](#).

### INSURANCE-

Reminder, please check your insurance certificate to ensure that NLACRC's address is current (Chatsworth Office). Please submit insurance certificate to the Vendor Coordinators at [contract&compliance@nlacrc.org](mailto:contract&compliance@nlacrc.org).

## INDEPENDENT AUDITS

Reporting requirements changed for independent audits ([AB X2-1](#), [WIC, Section 4652.5](#)) in June 2016! Reports for fiscal year ending on or after June 9, 2016 are due within nine months of the end of each service provider's fiscal year.

Reminder, if your fiscal year ended June 2017, your independent audits are due March 30, 2018.

Please send reports to [RequiredVendorAudits@nlacrc.org](mailto:RequiredVendorAudits@nlacrc.org).

\*If you are eligible for the 2 year exemption process, NLACRC Accounting will contact you ☺



**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.