



ATTACHMENT C

PROGRAM DESIGN REQUIREMENTS

Program Design Requirements pursuant to Title 17, Section 50608

1. A written statement of the applicant's purpose and goals
2. Provide a description of the services to be provided and that demonstrates the applicant's experience in providing financial management services. See section, below entitled "*Financial Management Service Requirements*"
3. Provide a description of the process to be utilized to assist each consumer in achieving their IPP objectives for which the applicant is responsible, including (1) consumer assessment procedures, timelines, and instruments used and how each instrument is applicable in assessing the consumer's needs; (2) utilization of data for determining the specific activity and program services that consumers receive; and (3) evaluation procedures used to determine the extent of a consumer's progress toward achieving the outcomes in each IPP objective for which the applicant is responsible.
4. Provide your company's hours of business operation and location of services
5. Provide Consumer/Participant entrance criteria and exit criteria to the program
6. Describe how you will assist providers with getting a criminal background check.
7. Provide anticipated outcomes resulting from the Consumer's participation in the program
8. Provide evaluation procedures to be utilized to determine the extent of a consumer's progress toward achieving the specific outcomes in each objective for which you would be responsible
9. Provide job descriptions of all staff positions
10. Provide staff qualifications for each job description
11. Provide information regarding your company's staff training plan
12. If applicable, provide information regarding your company's use of consultants, independent contractors, or subcontractors, to provide services or support.
13. Provide a description of your company's internal Consumer grievance procedures pursuant to Welfare and Institutions Code Section 4705