



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

Program Design Requirements

Program Design Requirements pursuant to Title 17, Sections 56712 and 56742

1. Provide a written statement of your company's purpose and goals
2. The name, address and telephone number of the proposed program location and applicant. If the applicant is a corporation, list the principal members of the corporation. Indicate whether it is a profit or nonprofit corporation.
3. State the name of the author of the proposal. List any parties who participated in writing all or part of the proposal.
4. Describe the proposed program site, capacity, layout, and location. Include a description of community-based locations that may be used.
5. Number of consumers to be served
6. Provide Consumer entrance and exit criteria
7. Provide anticipated outcomes resulting from the Consumers' participation in the program
8. Provide a section on equity and diversity pursuant to WIC, Section 4648.11. Describe how the program will serve diverse populations, including but not limited to culturally and linguistically diverse populations. The plan shall address how the program will provide culturally and linguistically competent services and supports: examples of the applicant's commitment to address needs of ethnicity, culture, and language relative to the diverse populations in the NLACRC catchment area and any additional information that the applicant deems relevant to issues of equity and diversity.
9. Provide a description of assessment procedures and instruments, utilization of assessment data for determining specific activities and program services, and evaluation procedures to determine participant's progress toward meeting the behavioral day service-related outcomes in the IPPs.
10. A description of the proposed program curriculum designed to develop participants' skill sets based on their IPP goals and objectives, strengths, and choices. Include descriptions of instructional methods and techniques, participant training activities, and a sample activity schedule.
11. A description of how the program will ensure all administrative, direct support staff, and consultants are competent to perform their assigned duties, including but not limited to:
 - a. Roles and responsibilities of the positions within the organizational structure of the program
 - b. Job descriptions, qualifications, and duty statements for all staff positions
 - c. A description of the consultant's discipline, qualifications, and hours to be utilized
 - d. Staff training plan
 - e. Include information on continuing education and training provided to your staff, to include, but not limited to initial and ongoing training.
 - f. Describe any other training provided to your company's staff
 - g. Describe Special Incident Report (SIR) training program, pursuant to Title 17, Section 54327



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- h. Describe consumer grievance training pursuant to Title 17, Section 50608(e) and WIC, Section 4705.
 - i. Describe zero tolerance training, pursuant to Section 14.5, Zero Tolerance Policy, as required in the Agreement for Behavioral Day Services
12. Describe the plan for transporting consumers to and from community-based locations during day program hours.
13. Provide a description of the program's Emergency Intervention Plan
14. An explanation of how the Behavioral Day Service will ensure the protection of consumers' personal rights, including those specified in Sections 50500-50550 of Title 17
15. A description of the program's Continuous Quality Improvement System, including but not limited to how:
 - a. Consumers will be supported to make choices, including community integration
 - b. Consumers will be supported to exercise rights
 - c. Changing needs of consumers will be addressed
 - d. Individual risk is managed and mitigated
16. Provide a description of your company's internal consumer grievance procedures pursuant to Welfare and Institutions Code Section 4705.