

# **SAN GABRIEL/POMONA REGIONAL CENTER**

## **NOTICE OF MEETING**

Notice is hereby given that the Board of Directors of the San Gabriel/Pomona Valleys Developmental Services, Inc. will hold their monthly Board meeting on the following date and at the listed location:

**DATE: Wednesday, April 22, 2020**

**TIME: 7:15 p.m.**

**PLACE: San Gabriel/Pomona Regional Center  
75 Rancho Camino Drive  
Pomona, CA 91766**

## **THE MEETING SESSION IS OPEN TO THE PUBLIC VIA VIDEOCONFERENCE.**

All SG/PRC Board and related Committee meetings will not be cancelled, however they will be temporarily adapted to video-conference to maintain distancing during the COVID-19 outbreak. All scheduling for such video-conferenced meetings will remain at their regularly scheduled times.

**The upcoming meeting will be convened via videoconference.  
Please check our website, [sgprc.org](http://sgprc.org) to access the  
videoconference link.**

75 Rancho Camino Drive, Pomona, CA 91766  
(909) 620-7722

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.

**SAN GABRIEL/POMONA**  
**REGIONAL CENTER**  
**75 Rancho Camino Drive**  
**Pomona, CA 91766**

**MEETING AGENDA**  
**BOARD OF DIRECTORS MEETING**  
 (Meets 4<sup>th</sup> Wednesday of each Month)

**Wednesday, April 22, 2020 at 7:15 p.m.**  
**Assembly Room**

**BOARD OF DIRECTORS**

**Gisele Ragusa, Board President**

**Sheila James, 1<sup>st</sup> Vice President**

**Julie Chetney, 2<sup>nd</sup> Vice President**

**Anabel Franco, Secretary**

**Mary Soldato, Treasurer**

**Joseph Huang, Immediate Past President**

**David Bernstein, VAC Chairperson**

**Preeti Subramaniam**

**John Randall**

**Georgina Molina**

**Shannon Hines**

**Daniel Rodriguez**

**Natalie Webber**

APPROXIMATE SCHEDULE	ITEM	ACTION	MATERIAL	COLOR
<b>7:15 - 7:25</b>	<b>CALL TO ORDER</b> (Gisele Ragusa, President)	None	None	None
	• <b>Roll Call</b>	<b>Quorum</b>	<b>None</b>	<b>None</b>
	• <b>Review Agenda</b>	Info	Attached	White
<b>7:25 - 7:30</b>	GENERAL PUBLIC INPUT – Please sign in	Info	None	None
<b>7:30 - 7:35</b>	<b>Contract Reviews</b> (Dara Mikesell, Associate Director of Community Svcs.) -Integrated Living Partners -Rescare	<b>Consent</b>	None	None
<b>7:35 - 8:35</b>	<b>Board Training</b> (Daniel Savino, Government Affairs/Community Relations Director) - Legislature <i>Meeting with Local Legislators and Key Strategies/Tips</i>	Info	None	None

**SAN GABRIEL/POMONA REGIONAL CENTER  
DEVELOPMENTAL SERVICES, INC.  
BOARD OF DIRECTORS  
DRAFT Minutes of the Meeting of the Board of Directors  
(A California Corporation)**

**March 25, 2020**

**ATTENDANCE**

The following members of the Board of Director's were present at said meeting:

**PRESENT:**

Gisele Ragusa  
Joseph Huang  
Sheila James  
Julie Chetney  
Anabel Franco  
David Bernstein  
Preeti Subramaniam  
Georgina Molina  
Shannon Hines  
Natalie Webber  
Mary Soldato

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Tim Travis, Director of Federal Revenues and  
Clinical  
Rosa Ham, Interim Chief Financial Officer  
Aaron Christian, Director of Client Services  
Erika Gomez, Exec. Assistant BOD  
Laura Palma, Admin Assistant

**ABSENT:**

Daniel Rodriguez  
Mary Soldato  
John Randall

**A. CALL TO ORDER:**

Gisele Ragusa, Board President, called the meeting to order at 7:18 p.m. Roll call was taken, and a quorum was established.

**B. PUBLIC INPUT:**

Sofia Cervantes, State Council on Developmental Disabilities, spoke about personal protective equipment, recommendations to identify high risk clients, and vendors who have closed their doors.

The minutes for the January 22, 2020 meeting were reviewed and approved by the Board.

**M/S/C (Webber & Soldato) The Board approved the minutes.**

The minutes for the February 26, 2020 meeting were reviewed and approved by the Board.

**M/S/C (James & Soldato) The Board approved the minutes.**

**C. SPECIAL PRESENTATION: POS EXPENDITURE**

This item was tabled for a later date.

**D. EXECUTIVE/FINANCE COMMITTEE**

Rosa Ham, Interim Chief Financial Officer, reported on the following:

**Financial Report**

• *Operations*

The A-4 contract amendment received on February 07, 2020 has been added to this month report, the operations allocation for fiscal year 2019-20 is currently \$34,394,471.

For the month of January, the regular operations expenditures were \$2,920,303 and staff have spent \$17,173,604 year to date with expenditures remaining of \$14,139,737, resulting in a zero balance in allocation.

• *Restricted Funds*

1. The Family Resource Center allocation is projected to meet expenditure projections, resulting in a zero balance remaining in allocation. The current allocation is \$154,564 with projected expenditures of \$154,564.
2. The Foster Grandparent/Senior Companion, includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,130,921 which leaves an allocation balance of \$9,173.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,786,472. Expenditures for the year are projected to be \$1,790,478 resulting in an allocation deficit of (\$4,006) which we expect to be funded in future allocations.

• *Purchase of Services*

Staff did not receive any allocation in the A-4 contract amendment for Purchase of Services, the allocation in the amount of \$249,489,321 is the same as reported last month.

For the month of January, net expenditures were \$20,390,539, with year-to-date expenditures for services in the amount of \$130,901,399. Projected expenditures and late bills remaining are in the amount of \$117,164,002, resulting in an allocation deficit in the amount of (\$166,981) -0.1% of allocation. It is expected that full funding in future allocation will be received.

- **Community Placement Plan (CPP) POS allocation is \$1,590,900. Expenditures projected to be \$1,590,900 resulting in a zero balance.**

**M/S/C (Bersntein & Hines) The Board approved the Financial Report.**

**Independent Auditors Proposals – The Board was presented with two proposals for the next mandated independent audit, Harrington Group and AGT.**

**M/S/C (Subramaniam & Soldato) The Board approved the proposal for AGT to be the next independent auditor.**

#### **Contract Reviews**

**Brilliant Corners - The Board approved the contract of over \$250,000.**

**M/S/C (Molina & James)**

**Abstain: Bernstein**

**A – 4 Contract Amendment – The Board approved the approval of the Board President's signature on this document.**

**M/S/C (Soldato & Bernstein)**

#### **E. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE**

Daniel Rodriguez shared the committee had a meeting via videoconference. The members discussed Covid-19, Grassroots Day's cancelation and the revision of the Board Bylaws.

#### **F. CLIENT SERVICES ADVISORY COMMITTEE**

Mary Soldato reported the committee mostly talked about the measures SG/PRC has taken regarding Covid-19.

#### **G. VENDOR ADVISORY COMMITTEE (VAC)**

David Bernstein shared that the Service Providers are now having weekly Covid-19 meetings via videoconference.

#### **H. STRATEGIC DEVELOPMENT COMMITTEE**

Julie Chetney reported that the committee discussed Covid-19, the creation of a taskforce for the revision of the Board Bylaws and the terms of the Board

members.

## **I. BOARD OVERVIEW**

Dr. Gisele Ragusa shared the following information:

- Bylaws – All committees will have this item on their agendas. A taskforce will be created for this task.
- SG/PRC Response to Covid-19 - Anthony Hill, Executive Director, shared the following information regarding Covid-19:
  - SG/PRC operations – Staff are working remotely. Directors are meeting daily. The VAC is meeting weekly.
  - As of this meeting, there have been no Covid-19 confirmed cases of individuals served and/or staff.
  - Unannounced visits – Service Coordinators and Quality Assurance Specialists can conduct monitoring reviews remotely. Quality Assurance Specialists must do in person investigations.
  - Masks and Other Supplies – DDS secured 8,000 masks. Staff has been distributing to service providers that serve individuals at high risk.
  - DDS wants staff to continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations.

## **J. EXECUTIVE DIRECTOR'S REPORT:**

Anthony Hill, Executive Director, shared the following information regarding Covid-19:

- *Surge Capacity* – SG/PRC is working to establish locations in the case there's a need to move clients from their residential homes due to Covid-19.
- *Staff Registry* – SG/PRC is working to establish a registry of staff that will be able and willing to assist in the surge capacity locations with individuals served affected by Covid-19.
- *Community Meeting* – SG/PRC holds weekly conversations remotely to discuss how staff is meeting the needs of those served during the Covid-19 health crisis. These meetings will be convened via video-conference due to the

necessity to maintain social distancing.

**EXECUTIVE SESSION**

None

**Next meeting on Wednesday, April 22, 2020 at 7:15 p.m.**

**BOARD MINUTES FROM THE MARCH 25, 2020 MEETING**

Submitted by:

\_\_\_\_\_  
Anabel Franco, Board Secretary

\_\_\_\_\_  
Date

**S**AN GABRIEL/POMONA  
REGIONAL CENTER

# Committee Reports & Information



**March - April 2020**



**SAN GABRIEL/POMONA VALLEYS  
DEVELOPMENTAL SERVICES, INC.  
Executive/Finance Committee Meeting DRAFT MINUTES**

**April 8, 2020**

**PRESENT**

Gisele Ragusa, President  
Joseph Huang, Immediate Past  
President  
Sheila James, 1<sup>st</sup> VP  
Julie Chetney, 2<sup>nd</sup> VP  
Mary Soldato, Treasurer  
Anabel Franco, Secretary  
Daniel Rodriguez, Director  
Natalie Webber, Director

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of  
Community Services  
Dara Mikesell, Associate Director of  
Community Services  
Rosa Ham, Interim Chief Financial  
Officer  
Tim Travis, Director of Federal  
Revenues and Clinical Services  
Erika Gomez, Exec. Assistant – BOD

**ABSENT:**

**RECOMMENDED ACTIONS**

**THE EXECUTIVE/FINANCE COMMITTEE RECOMMENDATION:**

None

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**ACTIONS TAKEN BY THE EXECUTIVE/FINANCE COMMITTEE  
PURSUANT TO SECTION 20.04 OF THE BYLAWS**

All actions taken by the Executive/Finance Committee on behalf of the Board of Directors shall be reported at the next meeting of the Board. The actions taken by the Executive/ Finance Committee at this meeting were:

**Approval of Financial Report-** February 2020, for services paid through March 19, 2020

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Gisele Ragusa, Board President, called the meeting to order at 7:21 pm. A quorum was not established.

The committee reviewed and approved the minutes from February 12, 2020.  
**(M/S/C Soldato & Huang) The committee approved the minutes.**

The committee reviewed and approved the minutes from March 11, 2020 with one change: **MEETING ADJOURNED**

The next regular meeting will be held on *April 8, 2020* at 7:15 p.m.

**(M/S/C Soldato & Chetney) The committee approved the minutes.**

**Abstain: Webber, Rodriguez, Franco, James**

**B. PUBLIC INPUT:**

None

**C. FINANCIAL REPORT**

Rosa Ham, Interim Chief Financial Officer, reported on the following:

**Financial Report**

• *Operations*

The A-5 contract amendment received on March 10, 2020 has been added to this month report, the operations allocation for fiscal year 2019-20 currently is \$34,763,449.

For the month of February, the regular operations expenditures were \$2,639,254 and staff have spent \$19,812,857 (62.6%) year to date with expenditures remaining of \$11,854,230, resulting in a zero balance in allocation.

• *Restricted Funds*

1. The Family Resource Center allocation is projected to meet expenditure projections, resulting in a zero balance remaining in allocation. The current allocation is \$154,564 with projected expenditures of \$154,564.
2. The Foster Grandparent/Senior Companion, includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,130,655 which leaves an allocation balance of \$9,439.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,832,244 resulting in an allocation deficit of (\$30,540).

*Purchase of Services* There was no allocation in the A-5 contract amendment for Purchase of Services, the allocation in the amount of \$249,489,321 is the same as reported last month.

For the month of February, the regular Purchase of Services expenditures were \$20,390,614 with year-to-date expenditures for services in the amount of \$151,292,013 (61.0%). Projected expenditures and late bills remaining are in the amount of \$96,632,875 resulting in an allocation deficit in the amount of (\$24,464).

- Community Placement Plan (CPP) POS allocation is \$1,590,900. Expenditures are projected to be \$1,590,900 resulting in a zero balance.

**A – 5 Contract Amendment** – The committee reviewed the contract. (M/S/C James & Soldato) **The committee approved the approval of the Board President’s signature on the A – 5 Contract Amendment.**

**D. CONTRACT REVIEWS**

Dara Mikesell, Associate Director of Community Services, presented the following contracts for review and/or approval. The contracts over a \$250,000 will be presented to the Board.

- Integrated Living Partners
- Ghent Home
- Bradbourne Home
- Venture Home
- Mainstream Center
- Kaiser Behavioral Center West
- Rescare

**E. BOARD OVERVIEW**

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – Dr. Ragusa would like to form a taskforce to overlook this project.
- Revising and Updating the Whistleblower Policy – This project is in progress.
- Agenda items for the April 22, 2020 Board Training:
  - Contracts Review
  - Legislation by Daniel Savino, ARCA
- Agenda items for the May 13, 2020 Executive Finance Committee meeting

- Discussion about Bylaws
- Covid-19 Update
- Remote Meetings
- Board Survey

**F. INFORMATION:**

Anthony Hill, Executive Director, reported the following regarding Covid-19:

- SG/PRC operations –
  - Most staff are working remotely.
  - Staff are participating in a “Check in Program” to call the families served and ask how they are and how SG/PRC can help.
  - Staff reached out to New York for guidance on services oversight deliveries for people with Developmental Disabilities.
  - Staff have secured a location in the case that the building would have to be evacuated.
  - Directors are meeting daily.
  - All Staff meetings are held via videoconference.
- Surge Capacity – SG/PRC is working to establish locations in the case there’s a need to move clients from their residential homes due to Covid-19.
  - 3 Day Programs have signed up their site for this purpose.
- Staff Registry – SG/PRC is working to establish a registry of staff that will be able and willing to assist in the surge capacity locations with individuals served affected by Covid-19.
- The VAC is meeting weekly via videoconference.
- Community meetings are held weekly via videoconference.
- As of this meeting, there have been no Covid-19 confirmed cases of individuals served and/or staff.
- Unannounced visits – Service Coordinators and Quality Assurance Specialists can conduct monitoring reviews remotely. Quality Assurance Specialists must do in person investigations.
- Masks and Other Supplies – DDS secured 8,000 masks. Staff has been distributing to service providers that serve individuals at high risk.
- DDS wants staff to continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations.

**MEETING ADJOURNED**

The next regular meeting will be held on May 13, 2020 at 7:15 p.m.

**EXECUTIVE SESSION**

None

SAN GABRIEL/POMONA REGIONAL CENTER  
**OPERATIONS FUND FINANCIAL REPORT**

FISCAL YEAR 2019-20

PAYMENTS THROUGH MARCH 19, 2020 FOR SERVICES PROVIDED THROUGH FEBRUARY 29, 2020

66.7% OF YEAR ELAPSED

**DRAFT  
 COPY**

	A	B	C	D	E	F	D plus F G	A minus G H	I
	Current Allocation	% of Total Allocation	Current Month Expenditures February	Year-to-Date Expenditures July - January	% of Allocation Expended Actual	Projected Expenditures Remaining	Total Projected Expenditures	Projected Allocation Balance Remaining	Projected % of Allocation Remaining
<b>CONTRACT ALLOCATIONS</b>									
A Preliminary Allocation	25,140,182								
A-1 Regular Ops Allocation dated 8/30/2019	4,128,921								
A-1 FRC Allocation dated 8/30/2019	154,564								
A-1 FG/SCP Allocation dated 8/30/2019	1,140,094								
A-2 Regular Ops Allocation dated 10/10/2019	1,552,044								
A-2 CPP Allocation dated 10/10/2019	1,614,376								
A-3 CPP and Policy Items	419,498								
A-4 Provider Rate Supplemental Accessibility/Transparency	244,792								
A-5 Policy Disparities	368,978								
<b>Total Contract Allocations</b>	<b>34,763,449</b>	<b>100.00%</b>	<b>2,914,939</b>	<b>21,710,011</b>	<b>62.5%</b>	<b>13,074,539</b>	<b>34,784,550</b>	<b>(21,101)</b>	<b>-0.06%</b>
<b>PERSONAL SERVICES (REGULAR OPERATIONS)</b>									
Salaries	21,134,921	60.80%	1,653,557	13,352,400	63.2%	7,776,451	21,128,851	6,069	0.03%
Retirement ( includes 403B)	2,641,865	7.60%	201,202	1,662,510	62.9%	978,497	2,641,007	858	0.03%
Social Security (OASDI)	306,456	0.88%	23,415	189,300	61.8%	116,610	305,910	547	0.18%
Health Benefits/Long Term Care	1,887,899	5.43%	156,519	1,344,288	71.2%	543,551	1,887,839	60	0.00%
Worker's Comp Insurance	317,024	0.91%	13,832	149,821	47.3%	167,068	316,889	135	0.04%
Unemployment Insurance	30,000	0.09%	267	2,136	7.1%	27,136	29,272	728	2.43%
Non-Industrial Disability/Life Insurance	116,242	0.33%	7,144	63,595	54.7%	52,042	115,638	604	0.52%
Clinical Consultants - Consumer Services	270,518	0.78%	(12,545)	6,871	0.0%	263,454	270,325	193	0.00%
<b>Total Personal Services (Regular Operations)</b>	<b>26,704,925</b>	<b>76.82%</b>	<b>2,043,393</b>	<b>16,770,921</b>	<b>62.8%</b>	<b>9,924,809</b>	<b>26,695,730</b>	<b>9,195</b>	<b>0.03%</b>
<b>OPERATING EXPENSES (REGULAR OPERATIONS)</b>									
Equipment Rental	55,000	0.16%	561	37,552	68.3%	17,010	54,562	438	0.80%
Equipment Maintenance	35,000	0.10%	1,470	11,658	33.3%	22,829	34,488	512	1.46%
Facility Rent	2,628,000	7.56%	219,000	1,971,000	75.0%	657,000	2,628,000	0	0.00%
Facility Maintenance	25,000	0.07%	1,364	12,795	0.0%	12,197	24,992	8	0.00%
Communications (postage, phones)	281,000	0.81%	34,086	232,025	82.6%	44,137	276,163	4,837	1.72%
General Office Expense	209,916	0.60%	12,813	95,797	45.6%	113,898	209,695	221	0.11%
Printing	40,500	0.12%	4,151	26,997	66.7%	13,498	40,495	5	0.01%
Insurance	181,000	0.52%	94,357	180,564	99.8%	0	180,564	436	0.24%
Data Processing	85,000	0.24%	12,152	67,301	79.2%	17,460	84,761	239	0.28%
Data Processing Maintenance / Licenses	264,000	0.76%	19,307	171,240	64.9%	89,245	260,486	3,514	1.33%
Interest Expense	0	0.00%	0	0	0.0%	0	0	0	0.00%
Bank Service Fees	2,000	0.01%	402	875	43.7%	1,112	1,987	13	0.63%
Legal Fees	200,000	0.58%	39,552	49,319	24.7%	147,957	197,276	2,724	1.36%
Board of Trustees Expense	40,000	0.12%	6,767	10,328	25.8%	28,164	38,491	1,509	3.77%

SAN GABRIEL/POMONA REGIONAL CENTER  
**OPERATIONS FUND FINANCIAL REPORT**

FISCAL YEAR 2019-20

PAYMENTS THROUGH MARCH 19, 2020 FOR SERVICES PROVIDED THROUGH FEBRUARY 29, 2020

66.7% OF YEAR ELAPSED

**DRAFT  
 COPY**

	A	B	C	D	E	F	D plus F G	A minus G H	I
	Current Allocation	% of Total Allocation	Current Month Expenditures February	Year-to-Date Expenditures July - January	% of Allocation Expended Actual	Projected Expenditures Remaining	Total Projected Expenditures	Projected Allocation Balance Remaining	Projected % of Allocation Remaining
Accounting Fees	75,000	0.22%	0	0	0.0%	75,000	75,000	0	0.00%
Equipment Purchases	233,000	0.67%	144,641	158,003	67.8%	101,255	259,258	(26,258)	-11.27%
Contractor & Consultants - Adm Services	126,000	0.36%	13,109	76,500	60.7%	48,822	125,323	677	0.54%
Contract - ABX2 Disparities	353,746	1.02%	0	0		353,746	353,746	0	0.00%
Travel/mileage reimbursement	295,000	0.85%	26,766	173,005	58.6%	120,792	293,798	1,202	0.41%
ARCA Dues	83,000	0.24%	0	0	0.0%	83,000	83,000	0	0.00%
General Expenses	62,000	0.18%	3,644	30,194	48.7%	29,897	60,091	1,909	3.08%
<b>Total Operating Expenses (Regular Operations)</b>	<b>5,274,162</b>	<b>15.17%</b>	<b>634,141</b>	<b>3,305,153</b>	<b>62.7%</b>	<b>1,977,022</b>	<b>5,282,175</b>	<b>(8,013)</b>	<b>-0.15%</b>
<b>Total Personal Services &amp; Operating Expenses (Reg)</b>	<b>31,979,087</b>	<b>91.99%</b>	<b>2,677,533</b>	<b>20,076,075</b>	<b>62.8%</b>	<b>11,901,831</b>	<b>31,977,906</b>	<b>1,181</b>	<b>0.00%</b>
<b>OTHER INCOME</b>									
Interest & Other Income	(312,000)	-0.90%	(38,280)	(263,217)	84.4%	(47,602)	(310,819)	(1,181)	0.38%
<b>Total Personal Services &amp; Operating Expenses Net of Other Income (Regular Operations)</b>	<b>31,667,087</b>	<b>91.09%</b>	<b>2,639,254</b>	<b>19,812,857</b>	<b>62.6%</b>	<b>11,854,230</b>	<b>31,667,087</b>	<b>(0)</b>	<b>0.00%</b>
<b>RESTRICTED FUNDS</b>									
Family Resource Center Expenses	154,564	0.44%	10,351	69,863	45.2%	84,701	154,564	0	0.00%
Foster-Grandparent/Senior Companion Expenses	1,140,094	3.28%	90,940	647,653	56.8%	483,002	1,130,655	9,439	0.83%
Community Placement Plan Expenses	1,801,704	5.18%	174,394	1,179,638	65.5%	652,607	1,832,244	(30,540)	-1.70%
<b>Total Restricted Funds</b>	<b>3,096,362</b>	<b>8.91%</b>	<b>275,685</b>	<b>1,897,154</b>	<b>61.3%</b>	<b>1,220,310</b>	<b>3,117,463</b>	<b>(21,101)</b>	<b>-0.68%</b>
<b>Total Expenses (Including Restricted Funds)</b>	<b>34,763,449</b>	<b>100.00%</b>	<b>2,914,939</b>	<b>21,710,011</b>	<b>62.5%</b>	<b>13,074,539</b>	<b>34,784,550</b>	<b>(21,101)</b>	<b>-0.06%</b>
Less: Balance of Restricted Funds	(0)							(21,101)	
<b>Total Allocation Balance (Deficit)</b>	<b>(0)</b>							<b>0</b>	<b>0.00%</b>

**SAN GABRIEL/POMONA VALLEYS  
DEVELOPMENTALSERVICES, INC.  
COMMUNITY RELATIONS/LEGISLATIVE  
COMMITTEE MINUTES**

**March 18, 2020**

The following committee members were present at said meeting:

**PRESENT**

Gisele Ragusa  
Joseph Huang  
Natalie Webber  
Rachel McGrath  
Georgina Molina

**STAFF:**

Tim Travis, Director of Federal Revenues  
and Clinical

Erika Gomez, Executive Assistant -BOD

**ABSENT:**

Daniel Rodriguez (Chair)  
Penne Fode

**RECOMMENDED BOARD ACTIONS**

**The Community Relations/Legislative Committee recommends the following:**

None

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**ITEMS DISCUSSED**

**CALL TO ORDER**

Gisele Ragusa, on behalf of Daniel Rodriguez, called the meeting to order at 6:02 pm. A Quorum was established.

The minutes from February 19, 2020 were approved with one change: Georgina Molina was present.

**M/S/C (Molina & Webber) The committee approved the minutes.**

**PUBLIC INPUT**

None

**COMMUNITY OUTREACH MONTHLY REPORT\***

Gisele Ragusa, Board President, reviewed the monthly Outreach Report with the



committee. The Community Outreach Specialist have focused on the following projects:

- New Disparity Grant Projects FY 18-19
- Progress/Status of Continuing POS Equity Projects Funded by DD Disparity Grants
- Other Equity Related Activities non-supported with Disparity Grant Funds
- Family Support/ Training
- Outreach/ Events Participation
- Other major activities of the Compliance and Outreach Department

### **LEGISLATIVE ISSUES AND OTHER INFORMATION**

- Tim Travis, Director of Federal Revenues and Clinical, reviewed the bills that ARCA is tracking. Currently, ARCA is tracking 82 bills. A list of these bills can be found on ARCA's website, <https://arcanet.org/legislation/bill-file/>
- Mr. Travis spoke about the DDS Review of Home and Community Based Services (HCBS) Waiver. The requested completion date for provider HCBS self-assessment has been extended to June 30, 2020.
- Mr. Travis shared information on funding to support implementation of the Self Determination Program that regional centers were allocated.

### **COMMUNITY AND OUTREACH ACTIVITIES:**

*Community Outreach Meeting for the Hispanic Community* – This event has been postponed until further notice.

*Cal Fresh* – On March 12, 2020, 6 team members presented and helped train families. 11 applications were completed.

### **ADJOURNMENT:**

Next meeting is on for April 15, 2020 via videoconference.



**SAN GABRIEL/POMONA**  
**REGIONAL CENTER**  
**Client Services/Advisory Committee**  
**Wednesday, April 22, 2020 at 6:00 p.m.**  
**Assembly Room – Section A**

**Committee Members:**

**Staff:**

Mary Soldato, Chairperson  
Preeti Subramaniam  
Shannon Hines  
Daniel Clancy  
Herminio Escalante  
David Grisey  
Victor Guzman  
John Randall

Jenny Needham  
Sheila James  
Julie Lopez  
Ardena Bartlett  
Sherry Meng  
Ning Yang  
Louis Jones

Anthony Hill  
Lucina Galarza  
Aaron Christian  
Laura Palma  
Elisa Herzog

**AGENDA**

- **Call to Order – Chairperson, Mary Soldato (6:00 – 6:05)**  
- Approve Minutes of March 25, 2020 Meeting

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- Public Comment (6:05 – 6:10)

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- Action Item: None

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- Client Advocate – Elisa Herzog (6:10 – 6:15)

**Committee Follow-up – (6:15 – 7:00)**

Mary Soldato, Chairperson, and Lucina Galarza, Director of Community Services / Aaron Christian Director, Client Services

- **Amendment of Board Bylaws – Recommendations**
- **Self Determination Advisory Committee Meetings & Updates**
- **Coronavirus Update**

**SAN GABRIEL/POMONA REGIONAL CENTER**

**DEVELOPMENTAL SERVICES, INC.**

**Minutes of the Meeting of the Client Services /Advisory Committee**

**March 25, 2020**

A regular meeting of the Client Services/Advisory Committee was held on Wednesday, March 25, 2020. The following committee members were present at said meeting:

**PRESENT**

Mary Soldato  
Pretti Subramaniam  
Shannon Hines  
Jenny Needham  
Sheila James  
Sherry Meng

**STAFF:**

Anthony Hill  
Lucina Galarza  
Tim Travis  
Aaron Christian  
Erika Gomez

**ABSENT:**

Julie Lopez  
Victor Guzman  
Herminio Escalante  
Daniel Clancy  
David Grisey  
John Randall  
Ardena Bartlett  
Ning Yang  
Louis Jones

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**ITEMS DISCUSSED**

- A. **CALL TO ORDER**  
Committee member Shannon Hines called the meeting to order at 6:06 pm  
A Quorum was not established.  
-The minutes of February 26, 2020 tabled.
- B. **PUBLIC COMMENT** – None
- C. **CLIENT ADVOCATE** – Elisa Herzog was not present.

D. **Action Item**- None

E. **Committee Follow-up – Future training topics**

Lucina Galarza addressed training topics for the upcoming meetings. The committee agreed that for the time being, staff will focus on reporting how Covid-19 affects the individuals served by SG/PRC.

F. **Special Presentation – POS Expenditures:** This presentation was tabled until further notice.

G. **Amendment of Board Bylaws**

The Board of Directors is currently in the process of revising Bi-laws. The committee was asked to review the Bylaws to recommend any needed changes. Address any questions or comments to Erika Gomez via phone call or email at [egomez@sgprc.org](mailto:egomez@sgprc.org).

H. **Training – Transportation Services** - This presentation was tabled.

I. **Coronavirus Update** – Anthony Hill, Executive Director, reported on the following measures taken during this time due to Covid-19:

- SG/PRC operations – Staff are working remotely. Directors are meeting daily. The VAC is meeting weekly.
- As of this meeting, there have been no Covid-19 confirmed cases of individuals served and/or staff.
- Unannounced visits – Service Coordinators and Quality Assurance Specialists can conduct monitoring reviews remotely. Quality Assurance Specialists must do in person investigations.
- Masks and Other Supplies – DDS secured 8,000 masks. Staff has been distributing to service providers that serve individuals at high risk.
- DDS wants staff to continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations.

J. **DIRECTOR REPORT**

- **Self Determination** – Currently there are 102 participants.

- **Local Advisory** – There are orientations on March 23 & 24, 2020, unless families cancel.
- **Cal Fresh**
  - SGPRC has established a project team to promote Cal Fresh
  - There was a meeting in El Monte where staff were able to assist 15 families. Families are also being supported by phone.

**K. ADJOURN**

The next Client Services/Advisory Committee meeting is scheduled for Wednesday, April 22, 2020. Meeting will be held in via videoconference.

DRAFT

**SAN GABRIEL/POMONA VALLEYS  
DEVELOPMENTAL SERVICES, INC.  
STRATEGIC DEVELOPMENT COMMITTEE MINUTES**

**April 8, 2020**

The following committee members were present at said meeting.

**MEMBERS:**

Julie Chetney, Chairperson  
Joseph Huang  
Gisele Ragusa  
Buce Cruickshank  
Bill Stewart

**STAFF:**

Anthony Hill, Executive Director  
Erika Gomez, Exec. Assistant - BOD

**MEMBERS ABSENT:**

**RECOMMENDED BOARD ACTIONS**

**THE STRATEGIC DEVELOPMENT COMMITTEE RECOMMENDS THAT  
THEY TAKE ACTION ON THE FOLLOWING:**

None.

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Julie Chetney called the meeting to order at 6:06 pm. A quorum was established.

The minutes from the March 11, 2020 meeting were approved.

**M/S/C (Stewart & Cruickshank) The committee approved the minutes.**

**B. PUBLIC INPUT**

Mr. Cruickshank shared some information about an article on Covid-19 and people with Developmental Disabilities.

**C. GOALS AND OBJECTIVES**

- *Bylaws Feedback Discussion* - Dr. Ragusa reported that a taskforce will be formed for this assignment. All proposed changes will be reviewed by Enright & Associates.

- *Mentorship* – Mr. Cruickshank shared an article about mentorship. This will be discussed further at the next meeting.
- *April Board Training*: The Board is scheduled to have a training on April 22, 2020 on Legislation.

**D. BOARD COMPOSITION**

The members discussed the terms for SG/PRC Board of Directors. Some people have expressed their wishes to join the Board. The Chairperson of the committees will be consulted about those individuals.

**E. AGENDA FOR MAY 6, 2020**

- Bylaws Discussion
- Board and Committees Recruiting
- Mentorship
- Strategic Timeline – Board Survey

**F. ADJOURNED**

The next Strategic Development Committee meeting is scheduled for Wednesday, May 6, 2020.

# SAN GABRIEL/POMONA REGIONAL CENTER

April 22, 2020

TO: Dr. Gisele Ragusa, Board President & Board of Directors  
San Gabriel / Pomona Valleys Developmental Services, Inc.

FROM: Anthony Hill, M.A. Esq.  
Executive Director

RE: Executive Director's Report

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Dear Board of Directors; it has been over a month since Governor Newsom issued the current *stay at home* order effective on March 19<sup>th</sup>, 2020. We were prepared beforehand.

On March 12<sup>th</sup>, 2020, we established our daily COVID-19 SG/PRC Directors' meetings.

On March 13<sup>th</sup>, 2020, we jointly established with David Bernstein, Vendor Advisory Committee (VAC) Chairperson weekly remote VAC meetings. These meetings began on March 16<sup>th</sup>, 2020, reoccurring every Monday. These meetings are designed to support our service providers, and for conversations about Department of Developmental Services (DDS) Directives impacting service providers' service delivery systems and regional centers' funding policies.

On March 16<sup>th</sup>, 2020, we published the *San Gabriel/ Pomona Regional Center Operations Contingency Plan For COVID-19 (Coronavirus)* to assure SG/PRC's compliance with guidance from the Centers for Disease Control and Prevention (CDC) and Occupational Health and Safety Administration (OSHA) requirements.

On March 18<sup>th</sup>, a day before the *stay at home* order was issued, we transitioned 80% percent of SG/PRC employees into our remote workforce which has now increased to 93% percent. Our remote workforce is supported through information technology systems, remote trainings, adjustments in SG/PRC's employment policies and practices, weekly remote meetings and accountability procedures.

On March 24<sup>th</sup>, 2020 we temporarily closed the SG/PRC office for the public to protect SG/PRC's employees and members of our community. We have remained open to the public for appointments only to perform intake and eligibility assessments. SG/PRC is likely the only regional center that conducts intake and eligibility assessments with minimal reliance on remote technology.



On March 26<sup>th</sup>, 2020, we held our first weekly remote community meeting. These meetings are ongoing for individuals served, their families and our community partners as a forum to discuss how SG/PRC can better serve our community during the COVID-19 health crisis. Our fifth remote community meeting will occur on April 23, 2020.

On April 1, 2020, we implemented our Check-In program, contacting all individuals served by SG/PRC and their family members. This Check-In program complements our existing Check-In program that began on March 13<sup>th</sup>, 2020 surveying, individuals served identified by Mission Analytic [state risk mitigation contractor] as having COVID-19 high risk conditions. Ongoing, we have updated the SG/PRC webpage to keep our community informed regarding COVID-19 developments impacting our community.

As you can see above, we have stayed ahead of foreseeable COVID-19 changes and challenges, while never losing focus on exceeding SG/PRC’s mission and our need to support our community and each other.

For example, an individual served living with his mother, needed immediate residential placement, after his mother became very ill. She required hospital care. This young man tested positive for COVID-19 and did not have any place to live nor any family members to provide his care and supervision. We anticipated this potential scenario as part of our surge strategy and had a resource waiting to meet his needs, before he had a need. We protected his health and safety.

Equally impressive, is that we completed an intake and eligibility review assessment within 24 hours, after we had acquired information that an elderly woman needed residential placement in a health care facility. We determined that she is eligible for regional center services. She is currently receiving needed residential services. Under ordinary circumstances, regional centers’ intake and eligibility review procedures typically requires at least 60 to 120 days before completion.

Moreover, we have continually demonstrated forward thinking in our creation of the SG/PRC’s COVID-19 “Best Practice” information document, detailing recommended practices when caring for people with a positive COVID-19 test that reside in licensed residential settings. Recently, (DDS) clinical staff have raved about this document and its underlying pragmatic approach in conveying recommended guidance coalesced from the CDC and local public health authorities.

I only highlighted a few of our many successful outcomes. These positive outcomes exist, because we are united across all fronts, within SG/PRC employees, with individuals served and their families, with our service providers, and within our strategic partnerships. Resoundingly, our kindness, compassion, integrity, and endless “goodwill” for each other and our entire community is fuel that replenishes us and makes all of us stronger. Rest assured, our SG/PRC community is strong. We are thriving. We are optimistic, and we are leading the way. We will endure, as always. Please stay safe and remain well.

**For all the materials shared at the meetings, please go to [www.sgprc.org](http://www.sgprc.org)**

**Board/Committees Attachments  
&  
Community Announcements**

## **SGPRC Coronavirus General Information Line for FAMILIES - 909-868-7644**

This line is for general updates and inquiries regarding developments of the Coronavirus situation. The CDC continues to issue guidance for preventing the spread of the Coronavirus in the community. Please refer to the following websites for resources and the latest updates:

- CDC website at [cdc.gov](https://www.cdc.gov)
- DDS website at [dds.ca.gov](https://www.dds.ca.gov)
- Department of Public Health at [cdph.ca.gov](https://www.cdph.ca.gov)

Please be assured that our service providers are utilizing the information on these websites to develop policies and procedures to prevent the risk to individuals they serve from contracting the Coronavirus. If you have specific questions about their plan, please contact them directly.

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## **SGPRC Coronavirus General Information Line for Service Providers - 909-784-6739**

This line is for general updates and inquiries regarding developments of the Coronavirus situation. The CDC continues to issue guidance for preventing the spread of the Coronavirus in the community. Please refer to the following websites for resources and the latest updates:

- CDC website at [cdc.gov](https://www.cdc.gov)
- DDS website at [dds.ca.gov](https://www.dds.ca.gov)
- Department of Public Health at [cdph.ca.gov](https://www.cdph.ca.gov)

Please review and utilize the information on these websites to develop your own policy and procedures to prevent the risk of contracting the Coronavirus. Along with prioritizing health and safety of the individuals we serve and your employees, employers must consider other significant workplace issues that may be raised.

Review your emergency preparedness plans to include preparations that can help in the event someone is exposed to the virus.

- **For non-residential programs**, please keep track of absences pertaining to the Coronavirus, so you can be reimbursed. Please refer to the State of Emergency Memo issued by DDS dated March 12, 2020 for more details.
- We are not recommending closure of day programs. Each planning team should decide on a person-to person basis whether an individual should attend day /work program
- **For community care facilities**, you can find resources and information by visiting the Community Care Licensing website at [cdss.gov](https://www.cdss.gov) and the Department of Public Health Services website. There are notices that are posted that you should access.
- For all residential programs-- review your visitor policy, as per your licensing agency direction, determine who are the essential visitors. Likewise, consider the types of community outings with consideration with what the CDPH and CDC has recommended.

# SAN GABRIEL/POMONA REGIONAL CENTER

## LEADERSHIP ACTION LOG COVID-19

- On March 12<sup>th</sup> Directors engaged planning, and coronavirus risk mitigation strategy session. Directors meet every morning (coronavirus) strategy, planning at 9. a.m. review and adjustments to our contingency plan. We are practicing social distancing as we are meeting in large rooms.
- On March 12, we created coronavirus information lines for individuals served and their families (909-869-7644) and providers (909-784-6739).
- On March 13<sup>th</sup>, we secured additional cleaning services, and the supports we have been superior. (We developed a daily checklist)
- On March 14<sup>th</sup>, we enhanced our network performance as a strategy to accommodate our need to transition to a remote working force across our entire agency.
- On March 16<sup>th</sup>, we published and distributed our Contingency Plan.
- On March 16<sup>th</sup>, we held an emergency Vendor Advisory Committee (VAC) meeting with our providers regarding DDS Directives, State of Emergency, and Provide Information Notices (DSS). VAC meetings will occur every Monday 10 a.m. to 12.p.m. until further notice.
- On March 16<sup>th</sup>, we developed an email survey to identify providers needs for N95 masks. We received 7500, with most delivered to residential, SLS/ILS providers and we retained a small supply for SG/PRC staff.
- On March 16<sup>th</sup>, we created [hs30day@sgprc.net](mailto:hs30day@sgprc.net) for ED health and safety supplemental staffing approvals, and a subsequent email was sent to residential service providers.
- On March 17<sup>th</sup>, notified organizers, and attendees, while cancelling meeting and trainings of more than 50 people, and now more than 10.
- On March 17<sup>th</sup>, we met with a major service provider to devise strategy to repurpose a part of its vendored facility, to accommodate the need for expanded capacity, coronavirus exposure isolation settings, and quarantine settings for individuals served that are medically fragile.
- On March 17<sup>th</sup>, we have identified a possible resource of residential services for expanded capacity, coronavirus exposure isolation settings, and quarantine settings for individuals served that are behaviorally challenging or living in SLS or ILS arrangements.
- On March 17<sup>th</sup>, we implemented a broad scale remote working policy with work performance accountability systems, cell-phone stipend and technology to identify staff appearing as calling from their work phone extensions.
- On March 18<sup>th</sup>, we made a successful transition to a robust remote workforce, at 75 percent, currently at 83 percent with a plan to reach 92 percent by middle of next week, including essential critical staff, such as Fiscal and Intake and other critical functions. ( Intake staff present during assessments)
- On March 18<sup>th</sup>, Board Legislative Community Relations Committee, meeting held remotely.
- On March 19<sup>th</sup>, we held a remote/onsite Paylocity training, very successful , overwhelming positive feedback , 25 onsite attendees and 90 remote as means to test our remote training capabilities.
- On March 19<sup>th</sup>, we received 10 laptops with 15 more on order to transition Fiscal staff as part of our remote workforce.

75 Rancho Camino Drive, Pomona, California 91766  
(909) 620-7722 [www.sgprc.org](http://www.sgprc.org)

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.

Leadership Action Log- COVID-19

- On March 19<sup>th</sup>, we ordered cleaning, and individual sanitizing kits for employees. Arrival in April 17<sup>th</sup>.
- On March 19<sup>th</sup>, we sent an email to employees in high risk categories regarding remote working options and California Department of Public Health Guidance.
- On March 19<sup>th</sup>, we sent an email to employees regarding Governor Newsom's order, and explanation that regional centers' services are essential.
- On March 20<sup>th</sup>, we sent an email to employees regarding implementation of parallel payroll systems (only for one payroll) as a backup if either ADP or Paylocity fails due to staff shortages related to the coronavirus.
- We are monitoring coronavirus developments locally, statewide and nationally.
- We have developed a strategy to meet legal requirements for Self- Determination Advisory Council meetings.
- We have identified staff positions that cross training will occur quickly to support our community needs.
- We created a remote working check-in policy between managers and direct reports and for remote team meetings.
- We are tracking Operations and Purchase of Service expenses related to the coronavirus pandemic.
- We have adjusted our employee performance review tool.
- We are developing the components of critical mission teams to respond to coronavirus service and support needs for individuals served.
- We are developing a screening protocol for residential placements to protect the health and safety of individuals served.
- We have identified individuals served within the most at-risk populations, created and implemented an outreach plan. Service Coordinators are contacting individuals served and their families.
- We have established a working relationship with the local public health department.
- We have adjusted our facility monitoring practices to protect individuals served.
- We have adjusted our POS approval process, in renewing agreed upon IPP services established before the coronavirus pandemic. (suspending the needs for reports)
- We have approved exceptional service request for daycare, respite and personal assistance services.
- We are working on strategy to protect our Providers from scams and fraud related to coronavirus.
- We have increased our remote meeting capacity to support 1000 attendees.
- Throughout, we have implemented surveillance monitoring of SG/PRC staff, individuals served and providers with daily reporting to DDS.
- Throughout our office we have posted signs encouraging staff to following universal precautions, also we have warning signs to prevent visitors or staff from entering the building. Our receptionist has been champions and outstanding leaders in meeting the needs of our community through all communication venues and are implementing a visitor screening procedure to protect our staff and the health and safety of individuals within our community.
- Throughout we have made DDS required updates to our webpage regarding the coronavirus.
- Throughout we communicated with all staff regarding DDS directives (remote meeting and services), and adjustments to our operations and Providers' service delivery requirements. We developed (3) different acknowledgement letters and distributed them for implementation.
- Throughout we communicated with Providers via email regarding the meaning of DDS directives and strategy for implementation.

Leadership Action Log- COVID-19

- Effective March 24, 2020 the SG/PRC office will be closed for the public, but accessible to staff, and for the public through appointments to meet critical functions such as intake and assessments and other clinical services when remote technology is not effective clinically. The notice of closure is posted on our webpage, and will be sent through Everbridge, eblast and letter format.
- Beginning March 26<sup>th</sup>, we will hold a series of remote meetings with individuals served and their families ongoing and weekly to provide updates, and information regarding DDS Directives, and SG/PRC operations.

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 340, MS 3-12  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 651-6309



March 12, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: STATE OF EMERGENCY STATEWIDE

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the global COVID-19 outbreak that began in December 2019. The State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019, to monitor and plan for the potential spread of COVID-19 to the United States.

The Governor's proclamation states, in part, that experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions. It is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care.

As a result of the State of Emergency declared for California, the Department of Developmental Services (Department) is authorizing, pursuant to Title 17, California Code of Regulations section 54326(a)(11), regional centers to pay vendors for absences that are the direct result of the COVID-19 outbreak in California. The applicable regulation section reads as follows:

*"[All vendors shall...] Not bill for consumer absences for nonresidential services. The Department shall authorize payment for absences which are the direct result of situations and/or occurrences for which a State of Emergency has been declared by the Governor. If payment for absences due to a State of Emergency is authorized by the Department, the vendor shall bill only for absences in excess of the average number of absences experienced by the vendor during the 12-month period prior to the month in which the disaster occurred."*

**"Building Partnerships, Supporting Choices"**

Regional Center Executive Directors  
March 12, 2020  
Page two

If you have questions about this correspondence, please contact me at [ernie.cruz@dds.ca.gov](mailto:ernie.cruz@dds.ca.gov)  
or (916) 838-8960.

Sincerely,

*Original Signed by:*

ERNIE CRUZ  
Assistant Deputy Director  
Office of Community Operations

cc: Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 12, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE ON DAY SERVICES FOR CONSUMERS AT  
HIGH RISK FOR SERIOUS ILLNESS DUE TO COVID-19

Welfare and Institutions Code (WIC) section 4639.6 authorizes the Director of the Department of Developmental Services (Department) to issue directives to regional centers as the Director deems necessary to protect consumer rights, health, safety, or welfare, or in accordance with WIC section 4434. Regional centers must comply with any directive issued by the Director pursuant to this section.

Pursuant to WIC section 4639.6, to reduce the risk of exposure to COVID-19 and consistent with the California Department of Public Health's recommendations for individuals who are at higher risk for serious illness, the Director of the Department is directing regional centers to take immediate action to ensure consumers who have compromised immune systems or who are more susceptible to respiratory illness, and/or who reside in the following home types, remain home rather than attend day services outside the home:

- Adult Residential Facilities for Persons with Special Health Care Needs
- Intermediate Care Facilities/Developmentally Disabled-Nursing
- Intermediate Care Facilities/Developmentally Disabled-Continuous Nursing

This remains in effect for 30 days unless extended by the Director of the Department. Enclosed is the Department's March 12, 2020, correspondence to regional centers regarding Governor Gavin Newsom's declared State of Emergency due to the COVID-19 outbreak and authorizing, pursuant to Title 17, California Code of Regulations section 54326(a)(11), regional centers to pay vendors for absences that are a direct result of the COVID-19 outbreak in California.

If you have any questions regarding this Directive, please contact Christine Gephart at (916) 698-9567 or [chris.gephart@dds.ca.gov](mailto:chris.gephart@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

Enclosure

cc: Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies

**"Building Partnerships, Supporting Choices"**

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 340, MS 3-12  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 651-6309



March 12, 2020

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**"Building Partnerships, Supporting Choices"**

Regional Center Executive Directors  
March 12, 2020  
Page two

If you have questions about this correspondence, please contact me at [ernie.cruz@dds.ca.gov](mailto:ernie.cruz@dds.ca.gov)  
or (916) 838-8960.

Sincerely,

*Original Signed by:*

ERNIE CRUZ  
Assistant Deputy Director  
Office of Community Operations

cc: Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies



SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
Governor

**CDPH Guidance for the Prevention of COVID-19 Transmission for  
Gatherings  
March 16, 2020**

To protect public health and slow the rate of transmission of COVID-19, gatherings as described below should be postponed or canceled across the state of California until further guidance is issued by the California Department of Public Health.

The California Department of Public Health finds the following:

- All gatherings should be postponed or canceled.
  - This includes gatherings such as concerts, conferences, and professional, college, and school sporting events.
- Gyms, health clubs, and theaters should be closed.
- A “gathering” is any event or convening that brings together people in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, cafeteria, or any other indoor or outdoor space.

This applies to all non-essential professional, social, and community gatherings regardless of their sponsor. Gatherings that do not meet the aforementioned criteria should only be conducted when they are essential—that is, if the activity is essential and could not be postponed or achieved without gathering, meaning that some other means of communication could not be used to conduct the essential function.

**What will this achieve?**

The timely implementation of aggressive strategies that create social distance and those that reduce close contact of people not regularly together, including limiting gatherings, has proven effective in prior pandemics at delaying rates of transmission and reducing illness and death.

By decreasing the prevalence of disease across California we will:

- Reduce the number of Californians who contract COVID-19 before an effective treatment or vaccine is available.

California Department of Public Health  
1615 Capitol Avenue, Sacramento, CA 95814



- Protect those most likely to experience severe symptoms, such as older Californians and those with underlying chronic conditions.
- Preserve and protect our health care delivery system, including our health care workforce, so they can care for the least healthy individuals in the community for any medical condition, not just COVID-19.
- Minimize the social and economic impacts of COVID-19 over the long run.

#### **How long will these limitations apply?**

This guidance will remain in place until further guidance is released by the California Department of Public Health. As with all guidance that relates to COVID-19 response, authorities will revisit this guidance on a regular basis to evaluate the continued public health need for it and to evaluate if any elements need to be changed. To stay informed, continue to monitor the California Department of Public Health's web page on [COVID-19 guidance](#).

#### **Examples of Essential Events this Does Not Apply To**

The goal of this recommendation is to prevent people physically coming together unnecessarily, where people who have the infection can easily spread it to others. This guidance does not apply to activities such as attendance at regular school classes, work, or essential services.

Please see the guidance for schools document for additional information.

Certain activities are essential to the functioning of our state and must continue. Hence, this does not apply to essential public transportation, airport travel, shopping at a store, mall, or farmers' market, or charitable food pantries and distributions. Other specific guidance can be found on the [CDPH website](#) to help people take actions that can protect them in those settings.

This does not apply to congregate living situations, including dormitories and homeless encampments. For more information on what can be done to protect homeless individuals, please see the [Guidance for Homeless Assistance Providers on Novel Coronavirus \(COVID-19\) \(PDF\)](#).

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 18, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE ON REQUIREMENTS WAIVED DUE TO  
COVID-19 AND ADDITIONAL GUIDANCE

**This supersedes the March 18, 2020, correspondence on this subject.**

Pursuant to Governor Gavin Newsom's Proclamation of a State of Emergency dated March 4, 2020, and Governor Newsom's Executive Order N-25-20 issued on March 12, 2020, the Director of the Department of Developmental Services (Department) issues this Directive to regional centers waiving certain requirements of the Lanterman Developmental Disabilities Services Act (Lanterman Act) and/or certain provisions of Title 17, Division 2 of the California Code of Regulations (Title 17). The Department recognizes that to ensure the health, welfare and safety of regional center consumers and the general population, there may be instances where consumers, regional centers, and service providers will need flexibility to receive and provide services and supports.

The intent of this Directive is to provide regional centers and service providers the greatest flexibility to support consumers and their families. Services to individuals are a priority and regional centers and service providers are working with their consumers and community to identify alternative approaches to support those in greatest need during this unprecedented time.

**Flexibility in Provision of Services and Supports for Consumers and Providers**

**Lanterman Act Remote Services or Alternate Locations**

Any requirements of the Lanterman Act, Title 17, or an Individual Program Plan (IPP) requiring delivery of the services in a specific location or in-person are hereby waived when, due to concern related to exposure to COVID-19, a consumer, parent, guardian, or other authorized legal representative of the consumer requests that one or more of the services listed on the Enclosure be provided in an alternate location or through remote electronic communications, including Skype, Facetime, video conference, or telephone conference.

Prior to, or no later than seven days after, the delivery of a service in an alternate location or by remote electronic communications, the service provider must notify the regional center that the individual requested and/or agrees to either receive services in an alternate location or through remote electronic communication in lieu of in-person services. The regional center shall send a follow-up letter to the individual, in their preferred language, confirming that at their request, services will be provided in an alternate location or through remote electronic communication. The letter shall include contact information for the consumer's service coordinator and their supervisor.

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The agreement to provide services in an alternate location or through remote electronic communication shall not change the frequency or duration of any IPP service absent the agreement of the consumer's IPP team.

This waiver is necessary to limit the risk of exposure to COVID-19 and provide individuals with access to services and supports. Providing services and supports in alternate locations or through remote electronic communications enables services and supports necessary for the health, welfare and safety to be delivered.

#### Supplemental Staffing for Residential Providers

Recognizing that residential providers in all licensing categories, including community care facilities, may need supplemental staffing to support consumers remaining at home to mitigate the spread of COVID-19, the Department reiterates the March 12, 2020, delegation to regional center Executive Directors to grant rate adjustments for residential services and/or supplemental services in residential settings, consistent with Welfare and Institutions Code (WIC) sections 4681.6, 4689.8 and 4691.9, to protect a consumer's health or safety as a result of the outbreak of COVID-19. Further, intermediate care facilities, licensed by the California Department of Public Health (CDPH), may be vendored to provide residential supplemental services, as noted above and to the extent that funding for supplemental staffing is not available through the Medi-Cal program.

Regional centers are directed to work with affected providers to expedite vendorization for the new or additional supplemental services (e.g. Supplemental Residential Program Support) appropriate to provide supplemental staffing required as a result of COVID-19.

#### Day Program Services

To protect public health and slow the rate of transmission of COVID-19, services must be provided in alignment with the guidance issued by CDPH on March 16, 2020.

To the extent possible, services may be provided in an alternate location or through remote electronic communications, including Skype, Facetime, video conference, or telephone conference.

The Department reiterates the March 12, 2020, directive to regional centers, "State of Emergency Statewide," authorizing regional centers to pay vendors for absences that are a direct result of the COVID-19 outbreak, pursuant to Title 17 section 54326(a)(11).

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## **Administrative Flexibility for Regional Centers**

### Public Meetings

Any requirements of the Lanterman Act, the Department's regional center contract or other requirements to hold in-person public meetings are hereby waived, with the exception of regional center board meetings held pursuant to WIC section 4660, which shall continue to occur in-person or through use of remote electronic communications.

To the extent feasible, attempts should be made to conduct meetings using remote electronic communications, including Skype, Facetime, video conference, or telephone conference options. If remote electronic communications are not feasible, the meeting should be delayed so the public can participate.

The requirement of WIC section 4519.5(e) that regional centers hold public meetings within three months of compiling purchase of service disparities data with the Department, and the requirements of WIC section 4519.5(f) and the Department's contracts with regional centers requiring submission of a report to the Department regarding the meetings and recommendations by May 31, 2020, are waived. Regional centers shall hold their public meetings by August 31, 2020, and submit associated reports to the Department by December 31, 2020.

This waiver is necessary because the Department finds that gatherings may contribute to the spread of COVID-19. However, limiting gatherings may result in less attendance at public meetings. Regional center public meetings should be in alignment with CDPH's March 16, 2020, guidance on gatherings as referenced on page two, "Day Program Services."

### WIC §4731 Consumers' Rights Complaints

The 20-working day requirement for investigating and providing a written proposed resolution to a complainant pursuant to WIC section 4731(b) is waived. The regional center director shall investigate and send a written proposed resolution to a complainant and service provider, if applicable, as soon as possible within 40 working days of receiving the complaint.

This waiver is necessary to allow regional centers flexibility to prioritize work associated with COVID-19 response.



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### **Additional Areas of Relief**

#### Departmental Audits and Programmatic Monitoring Reviews

Any on-site Departmental fiscal audits or programmatic monitoring reviews not directly related to the oversight of health, welfare and safety of consumers, and scheduled within forty-five days of the date of this letter are postponed. The Department will determine the feasibility of using remote electronic communications to complete some monitoring activities on a case-by-case basis.

#### Home and Community-Based Services (HCBS) Self Assessments

The requested completion date for provider HCBS self-assessment has been extended to June 30, 2020.

#### Direct Support Professional Training

The Department is temporarily placing the Direct Support Professional Training (DSPT) on hold until June 30, 2020. DSPT is required by WIC section 4695.2(a). Direct support professionals are encouraged to use online resources posted on the Department's website at <https://www.dds.ca.gov/services/dspt>, to keep abreast with current practices and procedures to provide the best care to consumers.

#### Frequently Asked Questions (FAQs)

The Department will post answers to frequently asked questions related to COVID-19 directives online at <https://www.dds.ca.gov/corona-virus-information-and-resources>.

This Directive remains in effect for 30 days unless extended by the Director of the Department. Consumers, family members or providers should contact their local regional center with any questions regarding this Directive. Questions from regional centers should be directed to Brian Winfield at (916) 654-1569 or [brian.winfield@dds.ca.gov](mailto:brian.winfield@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

Enclosure

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies

### Services Eligible for Alternate Location or Remote Access

Service Code	Description
017	Crisis Team
028	Socialization Training Program
048	Client/Parent Support Behavior Intervention Training
055	Community Integration Training Program
062	Personal Assistance
063	Community Activities Support Service
091	In-Home Day Program
094	Creative Arts Program
102	Individual or Family Training Services
106	Specialized Recreational Therapy
108	Parenting Support Services
110	Supplemental Day Program Support
115	Specialized Therapeutic Services (Age 3-20)
116	Early Start Specialized Therapeutic Services
117	Specialized Therapeutic Services (Age 21+)
505	Activity Center
510	Adult Development Center
515	Behavior Management Program
520	Independent Living Program
525	Social Recreation Program
605	Adaptive Skills Trainer
612	Behavior Analyst
613	Associate Behavior Analyst
615	Behavior Management Assistant
616	Behavior Management Technician
620	Behavior Management Consultant
625	Counseling Services
635	Independent Living Specialist
691	Art Therapist
692	Dance Therapist
693	Music Therapist
694	Recreational Therapist
707	Speech Pathology
772	Physical Therapy
773	Occupational Therapy
780	Psychiatrist
896	Supported Living Service

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 18, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE FOR REGIONAL CENTER MONITORING STAFF

On March 4, 2020, Governor Gavin Newsom issued a Proclamation of a State of Emergency for California in response to a rising number of cases of COVID-19. The health and safety of Californians, including regional center staff, is a top priority. To keep staff safe and healthy, this guidance provides information on COVID-19 symptoms and prevention, and what staff can do before, during, and after a monitoring visit.

**Required Visits by Regional Centers**

Notwithstanding any local or county shelter-in-place order, regional centers shall make in-person visits to consumers living in licensed residential facilities to check on the consumer's health, safety and well-being, and such facilities shall permit such visits by regional center employees. Such visits shall constitute essential activities and essential business functions for purposes of any shelter-in-place order.

**Stay Informed**

It is important to stay informed. Know where to turn for reliable, up-to-date information in your local community. Monitor COVID-19 websites from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Both websites are updated daily with the latest information and advice for the public. In addition to the CDC and CDPH websites, staff may reference CDPH All-Facilities Letters for more information.

**Symptoms and Prevention**

Reported COVID-19 illnesses have ranged from asymptomatic (no symptoms) or mild symptoms to severe illness and even death. Symptoms may display as flu-like symptoms, such as fever, cough, and shortness of breath, and may appear 2-14 days after exposure.

There is currently no vaccine to prevent COVID-19, and the best way to prevent the illness is to avoid being exposed to the virus. The CDC recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoiding close contact with people who are sick.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Staying home when you are sick.
- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash.

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- Cleaning and disinfecting frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Washing your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

### **Monitoring Activities**

When conducting monitoring activities, precautions are encouraged prior to, during and after the visit. Recommended precautions are outlined below.

#### ***Before entering the facility:***

- Verify the home or facility is safe to enter. When making an announced visit, consider calling the home or facility prior to entry to inquire whether there are any suspected or confirmed cases of COVID-19. If the home or facility is subject to quarantine by a local public health department, do not visit or enter the facility. Confirm with the provider that reporting was done of any presumptive or positive cases. Speak with your manager to discuss options and reschedule the visit and document your attempt to conduct your monitoring visit.
- If making an unannounced monitoring visit, upon entry to the home or facility, ask the licensee or administrator if there are any persons in the residence or facility staff that may have respiratory signs or symptoms of COVID-19. In addition, ask whether there have been staff in the home who have tested positive for COVID-19 or who were exposed to any individuals with COVID-19. If there are persons identified who are displaying symptoms of COVID-19 or who may have or have tested positive for COVID-19, do not stay in the home. Obtain as much information as possible for reporting purposes such as staffing levels, precautions currently taken; visualize the residents and condition, and exit the home or facility.
- When possible, have an N95 mask and hand sanitizer with you prior to entering the home, in the event you need to use protection while obtaining information from staff.

***When the determination is made that it is safe to stay on-site during a visit:***

- Practice good hand hygiene. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Put on personal protective equipment if you feel it necessary during your visit.
- Maintain social distancing of 6 feet from other individuals while on-site.
- If you think you may have been exposed to COVID-19 while visiting the home or facility, contact your manager.

***After the monitoring visit:***

- Keep vigilant of your own well-being and watch for respiratory signs or symptoms of COVID-19. If you should feel flu-like symptoms, such as fever, cough, and shortness of breath after 2-14 days, contact your local health department and health care provider.

**Certificate of Medical Clearance**

Staff with confirmed COVID-19 should be in frequent communication with a healthcare provider and the local public health department. If you have been instructed by your healthcare provider or the local public health department to quarantine or self-monitor, a certificate of medical clearance must be obtained from your healthcare provider or the local public health department before returning to work or conducting facility visits.

Monitoring staff may also recommend licensees visit the following websites for current information regarding COVID-19:

- The World Health Organization  
[www.who.int](http://www.who.int)
- Centers for Disease Control and Prevention  
[www.cdc.gov](http://www.cdc.gov)
- California Department of Public Health  
[www.cdph.ca.gov](http://www.cdph.ca.gov)
- Community Care Licensing Division  
[www.cdss.ca.gov/inforesources/community-care-licensing](http://www.cdss.ca.gov/inforesources/community-care-licensing)

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If you have any questions regarding this guidance, please contact Christine Gephart at (916) 698-9567 or [chris.gephart@dds.ca.gov](mailto:chris.gephart@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

cc: Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 20, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE ON PLACEMENTS IN LICENSED  
RESIDENTIAL SETTINGS

Welfare and Institutions Code (W&I Code) section 4639.6 authorizes the Director of the Department of Developmental Services (Department) to issue directives to regional centers as the Director deems necessary to protect consumer rights, health, safety, or welfare, or in accordance with W&I Code section 4434. Regional centers must comply with any directive issued by the Director pursuant to this section.

Pursuant to W&I Code section 4639.6, to limit the risk of exposure and spread of COVID-19, the Director of the Department is requiring regional centers to submit to the Department, prior to a consumer moving into any residential setting licensed by the California Department of Social Services or California Department of Public Health, a request for approval to place the individual in the residence. The request must be sent to [PlacementReview@dds.ca.gov](mailto:PlacementReview@dds.ca.gov), and must include the following information:

- Consumer name
- Consumer UCI
- Current residence
- Proposed residence
- Reasons the request should be approved

The Department will make every effort to respond to each request within two hours of receiving the e-mail. If you have questions regarding this Directive, please contact Brian Winfield at (916) 654-1569 or [brian.winfield@dds.ca.gov](mailto:brian.winfield@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies

**“Building Partnerships, Supporting Choices”**

# SAN GABRIEL/POMONA REGIONAL CENTER

March 23, 2020

Re: Temporary Remote Service Delivery/Alternative Locations During COVID-19 Outbreak

Dear San Gabriel/Pomona Regional Center (SG/PRC) Community:

As you are aware the Coronavirus pandemic has created a substantial need for all of us to protect the health and safety of one another. We are meeting this responsibility through monitoring guidance from the Centers for Disease Control and Prevention (CDC), California's Department of Public Health (CDPH), local health officials and the Department of Developmental Services (DDS).

SG/PRC and our Service Providers are implementing published guidance regarding social distancing, discontinuing social gatherings, and other risk mitigation practices. SG/PRC will continue to monitor guidance from CDC, CDPH, and DDS, and we will adjust our policies and practices accordingly. Please connect with us on our webpage [sgprc.org](http://sgprc.org) for periodic updates regarding our business functions and DDS directives.

On March 18<sup>th</sup>, 2020, DDS issued guidance temporarily waiving the requirement for services stated within the Individual Family Service Plan (IFSP) or Individual Program Plan (IPP) to be delivered in person or at a specific location. According to the DDS Directive, IFSP and IPP services may be delivered at an alternative location or remotely, after the Service Provider has obtained consent from the individual served, parent, guardian or legal representative for specific services (see attachment).

Remote service delivery options include Skype, Facetime, video conference or telephone conference. As expected, in-person service delivery may be essential to protect the health and safety of the individual served when the service is personal assistance, supported living, independent living or requires a crisis team due to the level of assistance or support delivered.

SG/PRC encourages the use of remote technology (telehealth/videohealth) service delivery to sustain relationships and to promote skill acquisition to protect the health and safety of individuals served, their families and Service Providers. It is during these times, when our mission to serve others guides us in finding innovative ways to meet our shared needs differently. Our partnership remains strong as always. Stay safe and take care of yourselves and your families. Your health and safety are of utmost importance to us.

Kindest regards,



Anthony Hill, M.A. Esq.  
Executive Director  
San Gabriel/Pomona Regional Center

75 Rancho Camino Drive, Pomona, California 91766  
(909) 620-7722 [www.sgprc.org](http://www.sgprc.org)

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.



# SAN GABRIEL/POMONA REGIONAL CENTER

March 23, 2020

Re: Temporary Office Closure and Remote Workforce- COVID-19

Dear San Gabriel/Pomona Regional Center (SG/PRC) Community:

Many of you are aware of the challenges associated with the novel Coronavirus 2019 (COVID-19) health crisis. While this pandemic unfolds, we are closely monitoring and implementing the guidance of the Centers for Disease Control and Prevention, California Department of Public Health, local public health officials, and Governor Newsom's **stay at home** order to protect your health and safety. The SG/PRC website @sgprc.org is regularly updated with announcements to provide you with guidance and changes in the SG/PRC's service delivery practices and policies.

Together we play an important role in containing the spread of the Coronavirus.

Given our shared responsibility to protect the health and safety of one another, effective March 24, 2020 the SG/PRC office will be temporarily closed to the public. The SG/PRC office is open through appointments only. We will continue to perform eligibility, intake and clinical assessments in our office with consent from the individual served, parent, guardian or legal representative.

In addition, we have adjusted how we deliver service coordination and other regional center services. Most SG/PRC employees are now working remotely, except for employees responsible for key critical functions and tasks that must be performed in the office, including eligibility and intake assessments, accounting, office services and leadership oversight. Our goal is to have nearly all SG/PRC employees working remotely when feasible for their protection and yours. Rest assured, during this health crisis our remote workforce are fully prepared to perform all business functions to meet your needs.

Above everything else, your health and safety are important to us. During these times, we must remain united, uplift and support each other. We are a resilient community, and we will overcome this together.

Take care of yourself and your families.

Kindest regards,



Anthony Hill, M.A. Esq.  
Executive Director

75 Rancho Camino Drive, Pomona, California 91766  
(909) 620-7722 [www.sgprc.org](http://www.sgprc.org)

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.

## Services Eligible for Alternate Location or Remote Access Service Code Description

017 Crisis Team  
028 Socialization Training Program  
048 Client/Parent Support Behavior Intervention Training  
055 Community Integration Training Program  
062 Personal Assistance  
063 Community Activities Support Service  
091 In-Home Day Program  
094 Creative Arts Program  
102 Individual or Family Training Services  
106 Specialized Recreational Therapy  
108 Parenting Support Services  
110 Supplemental Day Program Support  
115 Specialized Therapeutic Services (Age 3-20)  
116 Early Start Specialized Therapeutic Services  
117 Specialized Therapeutic Services (Age 21+)  
505 Activity Center  
510 Adult Development Center  
515 Behavior Management Program  
520 Independent Living Program  
525 Social Recreation Program  
605 Adaptive Skills Trainer  
612 Behavior Analyst  
613 Associate Behavior Analyst  
615 Behavior Management Assistant  
616 Behavior Management Technician  
620 Behavior Management Consultant  
625 Counseling Services  
635 Independent Living Specialist  
691 Art Therapist  
692 Dance Therapist  
693 Music Therapist  
694 Recreational Therapist  
707 Speech Pathology  
772 Physical Therapy  
773 Occupational Therapy  
780 Psychiatrist  
805 Infant Development Programs  
896 Supported Living Service