

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1215 O Street, MS 8-30  
 Sacramento, CA 95814  
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March 21, 2022

Anthony Hill, M.A. J.D. Esq., Executive Director  
 San Gabriel/Pomona Regional Center  
 75 Rancho Camino Drive  
 Pomona, CA 91766

Dear Anthony Hill:

Thank you for your service coordinator caseload ratio survey submitted to the Department of Developmental Services (Department) on February 10, 2022. The data you provided indicates that, as of February 1, 2022, San Gabriel/Pomona Regional Center (SGPRC) did not meet all the required caseload ratios mandated by Welfare & Institutions (W&I) Code §4640.6(c) and Article IX, Section 2 of the Fiscal Year 2021-2022 Regional Center Contract. Specifically, SG/PRC did not meet the required caseload ratios for the highlighted categories noted in the table below:

Regional Center	On Waiver*	Under 3 Years	Movers Over 24 Months	Movers Between 12 and 24 Months	Movers Within Last 12 Months	Over 3 Years, Non-Waiver, Non-Mover*	Complex Needs	Low or No POS
W&I Code Required Ratios	1:62	1:62	1:62	1:45	1:45	1:66	1:25	1:40
SG/PRC Number of Individuals Served	4,775	2,074	106	0	1	7,640	48	0
<b>SG/PRC Ratios</b>	<b>1:77</b>	<b>1:78</b>	<b>1:72</b>	<b>N/A</b>	<b>1:51</b>	<b>1:81</b>	<b>1:25</b>	<b>N/A</b>
CA Average	1:79	1:65	1:60	1:52	1:32	1:82	1:23	1:38

\*Out of compliance for two consecutive reporting periods

This letter is to notify you that, as specified by W&I Code §4640.6(f), SG/PRC is required to submit a plan of correction when caseload ratios are not met for two consecutive reporting periods. The plan of correction must be developed with input from the State Council on Developmental Disabilities, local organizations representing the individuals you serve, their family members, regional center employees, including recognized labor organizations, service providers, and other interested parties. Please include in your plan of correction how you incorporated feedback from all required stakeholders.

**“Building Partnerships, Supporting Choices”**

Anthony Hill, M.A. J.D. Esq., Executive Director  
March 21, 2022  
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Additionally, the Governor's Budget includes funds in fiscal year 2022/2023 for regional centers with the stated purpose of reducing caseload ratios. In accordance with W&I Code §4640.6(g)(1), SG/PRC is required to hold at least one public meeting to receive stakeholder input to help inform the way the regional center allocates new positions funded through the allocation. The public meeting fulfills SG/PRC's requirement under W&I Code §4640.6(f) to gather input regarding its plan of correction, if the plan of correction is discussed during the meeting.

We encourage you to review your process for determining service coordinator caseload assignments to assist in meeting the required caseload ratios and in developing your plan of correction. The Department is available to provide technical assistance with the development of your plan of correction.

Please email your plan of correction within 60 days from the date of this letter to:

Email: [OCO@dds.ca.gov](mailto:OCO@dds.ca.gov)

If you have questions regarding this letter, please contact Danielle Hurley, Research Data Specialist, Research, Evaluation, and Audit Branch, at (916) 654-3228, or by email, at [danielle.hurley@dds.ca.gov](mailto:danielle.hurley@dds.ca.gov).

Sincerely,

*Original signed by:*

ERNIE CRUZ  
Deputy Director  
Community Services Division

cc: Sheila James, San Gabriel/Pomona Valleys Developmental Services, Inc.  
Amy Westling, Association of Regional Center Agencies  
Brian Winfield, Department of Developmental Services  
Aaron Christian, Department of Developmental Services  
Uvence Martinez, Department of Developmental Services  
Vicky Lovell, Department of Developmental Services  
Charles Liao, Department of Developmental Services  
Danielle Hurley, Department of Developmental Services  
Nikisia Simmons, Department of Developmental Services