

Program Design Checklist

Svc code 099 (Self-Directed “SD”Supports)

General SD Supports and FMS SD Supports

[https://www.dds.ca.gov/wp-](https://www.dds.ca.gov/wp-content/uploads/2022/07/Person_Centered_Planning_and_Self_Directed_Supports_Guidance_07282022.pdf)

[content/uploads/2022/07/Person_Centered_Planning_and_Self_Directed_Supports_Guidance_07282022.pdf](https://www.dds.ca.gov/wp-content/uploads/2022/07/Person_Centered_Planning_and_Self_Directed_Supports_Guidance_07282022.pdf)

Service Design Component	Completed
1. Purpose and Goals of the service - Description of the service to be provided	
2. Statement regarding the geographic area to be served by the vendor.	
3. Schedule of the vendor’s service operating hours including days and times that the service is available - this should include sites address(es), phone numbers, contact info	
4. Vendor’s Qualifications	
5. Description of the services allowable. Include: - Description of service - General plan of services to transition to SDP - Category or Definition for each type of service and how many hours of service to be provided for each category or definition.	
6. Description of the process used by the vendor to organize and carry out the requested services from point of first contact to the actual provision of service. This should include: - Referral for service - Intake and review by vendor with participant - Review of services provided, timeline, hours of service - Contact RC SC and POS completed by SC - Billing and invoice of hours completed	
7. Written internal grievance procedure for consumers (WIC sec. 4705)	

<p>8. Statement regarding RCOC's SIR (Special Incident Report) reporting procedure</p> <ul style="list-style-type: none">- SIR's to be reported verbally to RCOC within 24 hours of knowledge and written documentation of SIR within 48 hours of knowledge of incident <p>Title 17 54327</p> <p>https://www.rcocdd.com/vendor-resources/current-service-providers/special-incident-reporting/</p>	
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General Vendorization regulations:

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ID052BFA05A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ID052BFA05A2011EC8227000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))