

1.2.4 AGENCY POLICIES (Continued)

1.2.4(v) Transparency and Access to Public Information Policy

Inland Regional Center (IRC) is committed to assisting our clients, families and service providers to be well-informed, active and successful participants in the developmental disabilities service delivery system. We believe in openness and in providing timely, accurate and comprehensive information to our clients, families, service providers, board, staff and the general public.

This policy is established to promote transparency and accountability, and to ensure timely access to public information about the center and about services we purchase. Information is provided pursuant to the Welfare and Institutions Code (WIC), Sections 4629.5, 4639, and 4640.6(k) as well as the Internal Revenue Service (IRS), and the state's contract with the regional center. While providing access to information, we also comply with applicable federal and state law relating to the confidentiality of client information and records.

- I. To promote transparency, we include on our Website the following information:
 1. IRS Form 990 [§4629.5 (a)]
 2. Annual independent audits [§4629.5(b)(1)]
 3. Biannual fiscal audits conducted by the Department of Developmental Services [§4629.5(b)(2)]
 4. Regional center annual reports pursuant to Section 4639.5 of the Lanterman Act [§4629.5(b)(3)]
 - a) A complete current salary schedule for all personnel classifications
 - b) Prior fiscal year expenditures from the regional center operations budget for all administrative services, including managerial, consultant, accounting, personnel, labor relations, and legal services, whether procured under a written contract or otherwise
 5. Requests for proposals and contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award [§4629.5 (a); §4629.5(b)(4)]
 6. Regional center purchase of service policies [§4629.5(b)(5)]
 7. The name, type of service, contact information of all purchase of service vendors, except consumer or family members of consumers [§4629.5(b)(6)]
 8. Board meeting agendas and approved minutes of open meetings of the board and all committees of the Board [§4629.5(b)(7)]
 9. Bylaws of the regional center governing board [§4629.5(b)(8)]
 10. The annual performance contract and year-end performance contract entered into with the Department of Developmental Services [§4629.5(b)(9)]
 11. The biannual Home and Community-Based Services Waiver program review conducted by the Department of the Developmental Services and the State Department of Health Care Services [§4629.5(b)(10)]
 12. The Board-approved transparency and public information policy [§4629.5(b)(11)]

13. The Board-approved conflict-of-interest policy [§4629.5(b)(12)]
- II. IRC will also provide access to public information which may not be included on our Website, or to assist members of our community who may not have immediate access to the internet.

Upon written request, IRC provides timely public access to information that includes, but is not limited to:

1. Service provider rates. [§4629.5 (a)]
2. Documentation related to establishment of negotiated rates. [§4629.5 (a)]

IRC shall maintain the most current document or records required by WIC §4629.5 on its website. All prior documents and records will be available on request by the public.

Procedure

Requests for public information that is not available on the IRC Website shall be made in writing, sent to the regional center by US Mail, fax or via e-mail and be directed to:

Lavinia Johnson, Executive Director
Inland Regional Center
P.O. Box 19037
San Bernardino, CA 92423
Fax: (909) 890-3001
sguzman@inlandrc.org

- III. In addition to providing the public information identified above, IRC strives to offer valuable and resourceful information to our clients, families and service providers. In doing so, we provide additional information on the IRC Website such as:
1. A calendar listing upcoming IRC activities;
 2. News and notes of interest to the regional center community and the community at large;
 3. A listing of IRC board members;
 4. Information on the regional center's history, mission and core values;
 5. Information on regional center eligibility and regional center services
 6. Information on appeal rights and appeal procedures;
 7. Parent support groups, links and resources.

This Board policy is to be posted and maintained on the IRC Website.

This policy adopted by Inland Counties Regional Center, Inc. Board of Trustees January 9, 2012.