

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)]

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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)]
14. Reports required pursuant to Section [§4629.5]
15. A link to the page on the Department of Developmental Services internet website specified in #17.
16. The salaries, wages, and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including, but not limited to, directors and chief executive officers.
17. The Department of Developmental Services shall establish and maintain a transparency portal on its internet website that allows consumers, families, advocates, and others to access provider and regional center information. Information posted on the Department of Developmental Services internet website transparency portal shall include, but not limited to, all the following:
 - (1) [A link to each regional center's internet website information referenced in subdivision \(b\)](#)
 - (2) [Bi-annual fiscal audits conducted by the Department of Developmental Services](#)
 - (3) [Vendor Audits](#)
 - (4) [Bi-annual Home and Community-based Services Waiver program reviews conducted by the Department of Developmental Services and the State Department of Health Care Services.](#)
 - (5) [Bi-annual targeted case management program and federal nursing home reform program reviews conducted by the Department of Developmental Services.](#)
 - (6) [Early Start Program reviews conducted by the Department of Developmental Services.](#)
 - (7) [Annual performance contract and year-end performance contract reports.](#)
18. The Department of Developmental Services shall establish and maintain a page on its internet website that includes both a list of services purchased by regional centers, or services provided directly to consumers by regional centers, and a brief description of those services.
19. IRC must post the full content and most updated information packet related to services provided under the California Early Intervention Services Act and Lanterman Developmental Disabilities Service Act (Lanterman Act).
20. Any IRC guidelines, policies or assessment tools used to determine the transportation, personal assistant, or independent or supported living service needs of our clients.
21. A link to the protection and advocacy agency, designated pursuant to Division 4.7 (commencing with Section [§4900]) and the clients' rights advocate contracted with pursuant to Section [§15610.20].

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22. A link to the Department of Developmental Services Dashboard, as well as an IRC dashboard to contain the following:
 - (1) Recognized quality and access measures.
 - (2) Measures to indicate the movement toward compliance with the federal Home and Community-Based Services Waiver rules (CMS 2249-F and CMS 2296-F).
 - (3) Measures to evaluate the changes in the number of consumers who work in competitive integrated employment.
 - (4) The number of complaints referred to the Department pursuant to Section 4731(c), for every 1,000 consumers served.
 - (5) The number of administrative fair hearings held pursuant to Chapter 7, Article 3 (commencing with Section [§4710]), separated by eligibility and service issues, for individuals ages three and over, for every one thousand consumer service.
23. IRC must post all IRC specific reports generated by the Department of Developmental Services pursuant to the data collected from, and the findings of, the quality assurance instrument described in Section [§4571(b)]
24. IRC must post in accordance to Section [§4519.2] Home and Community Based Services Final Rule Compliance Data containing the following:
 - (1) The number of providers identified as needing assessment for HCBS compliance, broken down by provider type, as defined by the Department.
 - (2) The number of providers within each provider type that have been inspected or reviewed for HCBS compliance.
 - (3) The number of providers within each provider type that have been determined to be HCBS compliant.
 - (4) The number of providers within each provider type that have been determined not to be HCBS compliant and the reason for lack of compliance.
 - (5) The number of providers, broken down by provider type, that have been identified as presumed to have the quality of an institutional setting, as described in Title 42, Code of Federal Regulations Sections [§441.301 (c)(5)(v) and [§441.710(a)(2)(v)].
25. Post the information regarding the training and support to board members.

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- 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; News and notes of interest to the regional center community and the community at large;
 2. A listing of IRC board members;
 3. Information on the regional center's history, mission and core values;
 4. Information on regional center eligibility and regional center services
 5. Information on appeal rights and appeal procedures;
 6. 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.