



## Inland Regional Center Facts and FAQ's About Tailored Day Services

January 2023

### What is Tailored Day Services (TDS)?

Tailored Day Services (TDS) is an option for individuals who are eligible for IRC services, to provide access to services that differ from the typical service delivery of a day program, look-alike program, or employment-based program. TDS allows for individual choices to be met with flexibility in the duration and intensity of services. The community-based program will equate to fewer days and hours, due to the individuality of the design.

TDS is used as an attached subcode to currently vendored day programs, including the following: 055- Community Integration Training Program, 094- Creative Arts Program, 505- Activity Center, 510- Adult Development Center, 515- Behavior Management Program, 950- Supported Employment Group, 954- Work Activity Program.

The focus of TDS is on employment preparation, post-secondary education assistance, and to support individuals in paid internships or volunteer settings. These areas are required within the TDS program curriculum to be vendored for TDS.

### What is the staff to consumer ratio for TDS?

The ratio for TDS is 1:1, one staff per individual.

### How many hours/days can an individual participate in TDS?

The total number of hours per month is based on each individual, should be discussed in an IDT meeting, and must have both a detailed Individual Program Plan (IPP) and Individual Service Plan (ISP) goal.

The total monthly hours of TDS per individual shall not exceed the total number of authorized days per month, times 4. Ex: 10 authorized days per month x 4= 40 hours per month.

Any individuals who participate in TDS in conjunction with their regularly authorized day program, cannot participate in both services in the same day. The only exception is for Work Activity Programs to use TDS to transition from the WAP. In addition, the authorization cannot be longer than 6 months. This is to be done and documented in the IPP and ISP.

### What is the rate to provide TDS?

Based on the DDS guideline for establishing the rate, for the TDS subcode the rate is **\$42.96 per hour**. This is not a negotiated rate, and only subject to increase based on DDS mandate.

### **TDS Vendorization Process:**

For each vendored program where TDS is being requested, the vendor must first submit a Letter of Intent (LOI) (one per vendor number) to IRC's Resource Development and Transportation team, at [NRSPO@inlandrc.org](mailto:NRSPO@inlandrc.org).

Once your LOI is received, IRC's team will check the following areas before approval:

- Program has been determined to be in compliance with HCBS Final Rule
- Program is in good standing with IRC's Quality Assurance Unit
- Program is in good financial standing with IRC's Audit Team
- Program has current Insurances and Business Licenses, as well as any other credentials required by service code, on file with IRC's Vendorization Unit
- The Business Entity which owns the program is in good standing with the Franchise Tax Board

Once the LOI is approved, a Community Resource Specialist will contact the vendor to complete a program design addendum (DDS Enclosure A) and a rate agreement. (If requesting TDS for multiple vendor numbers, an addendum and rate agreement will be completed for each vendor number separately).

The completed documents will be submitted upon approval to IRC's Vendorization Unit to complete the process. Vendorization may request further information as applicable.

Once vendorization is complete and prior to requesting any authorizations for services, an Interdisciplinary Team (IDT) meeting must be conducted with the individual, family/care provider, and IRC Consumer Services Coordinator.

For each individual which will participate in the newly vendored TDS service, an ISP form provided by DDS (Enclosure B) is required.

*\*Enclosures will be provided to the vendor upon LOI approval\**

For additional questions on the development of Tailored Day Services please email [NRSPO@inlandrc.org](mailto:NRSPO@inlandrc.org).