

1.2.4 AGENCY POLICIES (Continued)

1.2.4(r) Policy on Parent/Legal Guardian Conference Attendance

Parent(s)/legal guardian(s) are the primary and best teachers for their children. In recognition of this vital role and, in keeping with the parent-professional partnership which is so important in addressing the needs of children and adults with a developmental disability, Inland Regional Center (IRC) will assist parents in their efforts to be informed, maintain currency and be pro-active in acquiring the latest thinking on and information about the disability and treatment options for their child. All requests must be supported by an Individual Program Plan (IPP) objective for conferences.

To assist parent(s)/legal guardian(s) in attending conferences, Inland Regional Center (IRC) will participate with them as follows:

- 1) Within available resources, IRC will provide tuition payment only, for parent(s)/legal guardian(s)/adult consumers to attend appropriate conference(s) *related to the consumer's disability(ies)*. Maximum cost per fiscal year is \$600.
- 2) IRC will not provide reimbursement for travel, hotel or meals.
- 3) If necessary, IRC will provide respite care for consumers while parent(s) are attending approved conferences.
- 4) Requests for conference attendance must be submitted, through the IRC Consumer Services Coordinator, at least 30 days in advance of the conference, and the service must be approved through IRC's regular process for encumbering funds.
- 5) Under no circumstances will IRC approve retroactive payment for conference attendance.
- 6) Approval of conference attendance will be dependent on the following:
 - a) Conference must be vendored by the Regional Center or the parents must be willing to be vendored and reimbursed for the conference tuition.
 - b) Conference must be related to the disability of the son/daughter of parent requesting conference attendance.
- 7) Conference Registration Procedures:
 - a) Parent will mail/route completed Conference Request form with signature to their assigned CSC.
 - b) CSC will meet with Program Manager to get conference approved.
 - c) CSC will route Conference Request form and copy of IPP conference goal to assigned staff monitoring conference attendance.
 - d) Assigned IRC staff will generate a spreadsheet which will list the following:
 - 1) Consumer Name/UCI number
 - 2) Parent(s) Name
 - 3) All Conference Request Forms will be scanned into one folder when deadline date is reached.
 - 4) Conference Request Forms will be sent to POS department as well as a cc to respective conference representative.
 - e) Vendor and assigned IRC staff will agree on a deadline date to accept Conference Request Form.
 - f) Vendor will contact assigned IRC staff to get the number of attendees who have registered.
 - g) A registration list with consumer name and parent(s) names attending will be provided to vendor no later than 5 days prior to conference.

Pursuant to Welfare & Institutions Code Section 4648 et. seq. generic resources and other available sources of funding must be explored and utilized prior to regional center funds being expended.