

INLAND REGIONAL CENTER  
SPECIAL CONTRACT LANGUAGE  
(JANUARY 2011)

1. BOARD FISCAL MANAGEMENT, OVERSIGHT  
OF CONTRACTOR AND STEWARDSHIP OF  
PUBLIC DOLLARS

B. Contractor shall conduct a review of all rates negotiated from July 1, 2008 to present, to ensure compliance with rate freezes, median rate requirements, and other applicable laws and regulations and submit by March 31, 2011, the outcomes of this assessment, a list of the rates negotiated by vendor, the vendor's corresponding service code and plans of corrective action, as needed.

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**ARTICLE X. ADDITIONAL PROVISIONS**

**1. Board Fiscal Management, Oversight of Contractor and Stewardship of Public Dollars**

- b. Contractor shall conduct a review of all rates negotiated from July 1, 2008 to present, to ensure compliance with rate freezes, median rate requirements, and other applicable laws and regulations and submit by March 31, 2011, the outcomes of this assessment, a list of the rates negotiated by vendor, the vendor's corresponding service code and plans of corrective action, as needed.

In accordance with the Department of Developmental Services directive, Inland Regional Center management and staff reviewed the current rate table as well as the schedules of both Inland Regional Center median rates and the statewide median rates to identify any negotiated rates that exceeded the maximum allowable. A schedule was prepared identifying the vendors and rates that fell into that category (schedule attached). Management and staff then reviewed and researched each vendor and rate for documentation supporting the established rate. Comments and justification are included on the schedule.

Plan of Corrective Action:

For rate negotiation, Inland Regional Center has implemented the following procedure:

1. A "Rate Determination Worksheet" used in conjunction with Inland Regional Center's "Rate Determination Guidelines" (copies attached) is received from the vendor/prospective vendor itemizing ongoing monthly costs and the proposed daily rate.
2. The Resource Specialist reviews and compares the vendor/prospective vendor's proposed costs to the average costs of existing vendors for the same service. Rate discussions are documented via written correspondence.
3. The proposed rate is discussed with the Program Manager of the Resource Development and Transportation Department.
4. The Program Manager will give the Resource Specialist authorization to accept the negotiated rate, provided it is reasonable and is at or below the IRC median rate or statewide median rate, whichever is lower.
5. The Resource Specialist will provide the vendor/prospective vendor with the rate agreement for signature.
6. The signed, returned rate agreement is then countersigned by the appropriate Inland Regional Center designee.

Board Fiscal Management, Oversight of Contractor and Stewardship of Dollars (Item 1B)

7. The Resource Specialist will provide the Vendorization Department with the vendor's program design, program design approval letter, SANDIS profile and signed rate agreement, for input and scanning into the AEX for electronic storage.

Note: Fiscal support from qualified Inland Regional Center staff is available during the entire process.

## Inland Regional Center Rate Determination Worksheet for Vended Services

Agency Name:

Date:

Total Number of Participants:

Service Category:

CATEGORIES AND DESCRIPTIONS OF COSTS	Unit Cost	Total Monthly Cost	Notes
<b>1. Salaries &amp; Wages</b>			
1a. Total Wages - Hourly Direct Care Staff	Average Hourly Wage		
1b. Salaries - Supervision / Program Prep			
1.c Subtotal (add items 1a thru 1b)			
1.d Travel			
<b>Total Salaries &amp; Wages Cost</b>		\$ -	

<b>2. Payroll Taxes, Workers Compensation &amp; Fringe Benefits</b>			
2a. Payroll taxes			
2b. Workers Compensation			
2c. Paid Time Off			
2d. Medical Benefits			
2e. Dental Benefits			
2f. Life Insurance			
2g. Retirement			
2. Subtotal (add items 2a thru 2g)			
<b>Total Personnel Cost</b>		\$ -	

<b>3. FACILITY COSTS - location where direct care services are being provided</b>			
3a. Rental or Lease			
3b. Gas			
3c. Electricity			
3d. Water			
3e. Garbage			
3f. Janitorial Service			
3g. Telephone (long distance, cell phones, pagers)			
<b>Total Facility Cost</b>		\$ -	

<b>4. PROGRAM COSTS</b>			
4a. Snacks / Food			
4b. Fees for licenses and memberships			
4c. Consultant, Training			
4d. Insurance - Business Liability, Auto			
4e. Transportation (vehicle, maintenance, fuel) but not for day program/school access			
4f. Office Supplies			
4g. Other cost, Describe:			
4h. Other cost, Describe:			
<b>Total Program Costs</b>		\$ -	

<b>5. G &amp; A, Management Overhead</b>		\$ -	
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<b>TOTAL COSTS</b>		\$ -	
<b>Total Cost per Person Served per Month</b>		\$ -	
<b>Daily Rate Per Person (monthly/30.5)</b>		\$ -	
<b>Hourly Rate Per Person (daily/24)</b>		\$ -	

## Inland Regional Center Rate Determination Worksheet for Vended Services

Agency Name:

Date:

Total Number of Participants:

Service Category: **113**

CATEGORIES AND DESCRIPTIONS OF COSTS	Unit Cost	Total Monthly Cost	Notes
<b>1. Salaries &amp; Wages</b>			
1a. Total Wages - Hourly Direct Care Staff	Average Hourly Wage	\$ 20,160	1200 hrs p/m direct Staff @ \$15 hr
1b. Salaries - Supervision / Program Prep		\$ 2,880	144 @ \$20 hr. Program Prep.(Administrator hrs)
1.c Subtotal (add items 1a thru 1b)			
1.d Travel		\$ 51	100 Miles Per Mo. @ 0.51
<b>Total Salaries &amp; Wages Cost</b>		<b>\$ 23,091</b>	

<b>2. Payroll Taxes, Workers Compensation &amp; Fringe Benefits</b>			
2a. Payroll taxes		\$ 2,600	13%
2b. Workers Compensation		\$ 4,800	24%
2c. Paid Time Off		\$ 1,500	<b>2 Lead Staff(PTO and Vac.)</b>
2d. Medical Benefits		\$ 1,500	
2e. Dental Benefits			
2f. Life Insurance			
2g. Retirement			
2. Subtotal (add items 2a thru 2g)		\$ 10,400	
<b>Total Personnel Cost</b>		<b>\$ 33,491</b>	

<b>3. FACILITY COSTS - location where direct care services are being provided</b>			
3a. Rental or Lease		\$ 2,500	
3b. Gas		\$ 300	Large House
3c. Electricity		\$ 400	Large House
3d. Water		\$ 200	
3e. Garbage		\$ 50	
3f. Janitorial Service		\$ 500	(Broken furniture and items) Severe Physical Aggression
3g. Telephone (long distance, cell phones, pagers)		\$ 300	
<b>Total Facility Cost</b>		<b>\$ 4,250</b>	

<b>4. PROGRAM COSTS</b>			
4a. Snacks / Food		\$ 1,600	
4b. Fees for licenses and memberships		\$ 75	
4c. Consultant, Training		\$ 2,400	
4d. Insurance - Business Liability, Auto		\$ 400	
4e. Transportation (vehicle, maintenance, fuel) but not for day program/school access		\$ 900	\$400 Lease, \$500 for fuel
4f. Office Supplies		\$ 200	Includes Cleaning Supplies
4g. Other cost, Describe: Program Supplies		\$ 200	
4h. Other cost, Describe: Activities		\$ 200	
<b>Total Program Costs</b>		<b>\$ 5,975</b>	

<b>5. G &amp; A, Management Overhead</b>		<b>\$ 6,681</b>	
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<b>TOTAL COSTS</b>		<b>\$ 50,397</b>	
<b>Total Cost per Person Served per Month</b>		<b>\$ 12,599</b>	
<b>Daily Rate Per Person (monthly/30.5)</b>		<b>\$ 413</b>	
<b>Hourly Rate Per Person (daily/24)</b>		<b>\$ 17.21</b>	

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Board Fiscal Management Oversight of Contractor and Stewardship of Public Dollars

VENDOR NAME	SERVICE CODE	IRC PYMN RATE	MEDIAN RATE	EFF. DATE	COMMENTS/JUSTIFICATION
ADRIANA SANDERS	PJ3290-056	\$50.00/HR	IRC M \$27.50  SWM \$75.00	RATE ADDED ON 8/13/2008 EFF. 7/1/2008	SUPPORT DOCUMENTATION SUPPORTS THAT RATE & CONTRACT NEGOTIATIONS OCCURRED PRIOR TO 7/1/2008.
WHOLE PERSON BEH. (NOT IRC'S-RATE CONSISTENT WITH STATEWIDE MEDIAN)	PT1033 -056 CPP	\$75.00/HR	IRCM \$27.50  SWM \$75.00	RATE ADDED ON 6/24/2010 EFF. 4/22/2010	IRC DOES NOT HAVE A VENDOR WHO PROVIDES TOTAL BODY ASSESSMENTS. THIS CONSUMER MOVED INTO FAIRVIEW STATE HOSPITAL. IRC USED HARBOR'S VENDOR TO PROVIDE THIS SERVICE, THEREFORE, WE USED THE VENDORING RC'S RATE.  THIS PROVIDER WAS VENDORED BY HRC AS A COURTESY TO TRI-COUNTIES RC. (THIS IS PART OF THE SCHILP PROJECT-COMMUNITY PLACEMENT PLAN). THE VENDORIZATION WAS EFFECTIVE 3-29-2010. THE RATE OF \$75.00 PER HOUR IS EFFECTIVE 4/1/2010, AND IS BASED UPON THE STATEWIDE MEDIAN
PATHWAY INC	P26834- 063 03CSS	\$27.61/HR	IRCM N/A (No Hrlly rate) SWM \$23.50	RATE NEGOTIATED/ EFF.11/1/09	THE BASE RATE FOR P26834-063 WAS INITIALLY ADDED TO IRC'S RATE TABLE ON 10-24-1994 @ \$28.00 PER HR. EFFECTIVE 7/1/6,DDS IMPLEMENTED A 3% RATE INCREASE, INCREASING THE RATE TO \$28.84 PER HR. ON JUNE 12, 08, DURING OUR ANNUAL ROLLOVER CLEANUP REVIEW PROCEES, VENDORIZATION CLOSED THIS RATE RECORD (DUE TO NON-UTILIZATION). ON 11-1-09 A NEW RATE AGREEMENT WAS RECEIVED IN THE AMOUNT OF \$28.84. RDTU WAS UNAWARE THAT THE RATE HAD BEEN CLOSED. VENDORIZATION ASSIGNED A NEW RATE, GIVING THE IMPRESSION THAT THIS WAS A NEW RATE. IT WAS NOT. SLM
BEST SERVICES INC.	PJ3557 - 102	\$25.00/HR GRP	ICRM \$20.00  SWM \$25.00	RATE ADDED ON 4/29/2010 EFF. 10/1/2009	Rate negotiated/authorized by Chief, Children's Services. Determined to be a competitive rate and is consistent with rate being used by other centers for similar services and aligns with SWM. No change needed.
LEAFWING CENTER	PJ3598-102	\$25.00/HR GRP	ICRM \$20.00  SWM \$25.00	RATE ADDED ON 7/20/2010 EFF. 12/1/2009	Rate negotiated/authorized by Chief, Children's Services. Determined to be a competitive rate and is consistent with rate being used by other centers for similar services and aligns with SWM. No change needed
ACCESS INC	PJ3599-102	\$25.00/HR GRP	ICRM \$20.00  SWM \$25.00	RATE ADDED ON 8/17/2010 EFF. 2/1/2010	Rate negotiated/authorized by Chief, Children's Services. Determined to be a competitive rate and is consistent with rate being used by other centers for similar services and aligns with SWM. No change needed

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CENTER FOR AUTISM RESEARCH EVALUATION	PJ3600-102	\$25.00/HR GRP	ICRM \$20.00  SWM \$25.00	RATE ADDED ON 8/4/2010 EFF. 7/19/2010	<b>Rate negotiated/authorized by Chief, Children's Services. Determined to be a competitive rate and is consistent with rate being used by other centers for similar services and aligns with SWM. No change needed.</b>
PACIFIC CHILD & FAMILY ASSOCIATES	PL0950-102	\$25.00/HR GRP	ICRM \$20.00  SWM \$25.00	RATE ADDED ON 11/17/2009 NLARC'S R/A EFF. 3/16/2009 ----- IRC'S R/A EFF. 10/1/2009	<b>IRC USED NLARC'S VENDOR TO PROVIDE THIS SERVICE, THEREFORE, WE USED THE VENDORING RC'S RATE.</b> PER ANNA POLIN, NLARC'S VENDOR/RATE WAS EFFECTIVE MARCH 16, 2009, AND WAS BASED UPON THE MEDIAN RATE STRUCTURE.
COYNE & ASSOCIATES	PQ0836-102	\$25.00/HR GRP	ICRM \$20.00  SWM \$25.00	RATE ADDED ON 11/16/2009 EFF. 10/1/2009	<b>IRC USED SDRC'S VENDOR TO PROVIDE THIS SERVICE, THEREFORE, WE USED THE VENDORING RC'S RATE.</b> PER PHILIP PATTON, THIS VENDOR'S SERVICE WAS EFFECTIVE 4/4/02, WITH A RATE OF \$125.00 PER HR. AS A COURTESY TO RCOC. SDRC'S RATE OF \$25.00 WAS ESTABLISHED MARCH, 2010.  IRC NEGOTIATED A RATE OF \$25.00 PER HOUR, MIN. OF 16 HRS PER SESSION ON, AND EFFECTIVE 10/1/2009.
PATHWAY, INC.	PJ2311-107 01AWR	\$6,000.00/MO	NO MONTHLY AMOUNT EST. ON EITHER IRC/SWM MEDIAN SCHEDULES	RATE ADDED ON 11/19/09. RATE EFF. 11/1/2009 (THERE IS NO SIGNATURE DATE ON THE SVC AGREEMENT)	<b>This was a 2 – year contract expiring June 30, 2011. Vendor is to be reimbursed for the assigned Job Developer salary and related administrative costs not to exceed \$6,000/month. Vendor is responsible for identifying job placement opportunities and to develop and recruit new job placement and career building opportunities for individuals with developmental disabilities. Provides information to employers on Ticket to Work, We Include and the Employment Initiative for Californians with Developmental Disabilities, the State Department of Rehabilitation programs and services and the Social Security Administration's benefits and program specifications.</b>

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					<b>This was in conjunction with an approved part of the CPP in which this vendor received start-up money for the Micro-Enterprise project.</b>
FIRST STEP	H96662-110	\$9.94/HD	IRCM \$9.50  SWM \$12.00	RATE EFF. 7/1/08 (RATE INCREASE FROM \$9.00 TO \$9.94 EFF. 7/1/08 AND EXCEEDED MEDIAN)	<b>THIS CONSUMER SEPCIFIC RATE HAS BEEN IN PLACE SINCE NOV. 1, 2007. UNDER VENDOR #12561-CLOSED 2/99. NEW VENDOR NUMBER IS: H96662-110.</b>
VALENCIA JOWELINE	VJ6195-405	\$7.76	ICRM \$7.49  SWM \$8.75	RATE ADDED: 6/29/09 RATE EFF: 04/01/09	<b>TRANSFER IN FROM ELARC, WE USED THE RATE ESTABLISHED BY THE TRANSFERRING REGIONAL CENTER.</b>
GENERIC RATE VENDOR: AMELITA ANDAL CONSUMER: SEAN ANDAL CLOSED: NDD	VJ6138-405 04DYC	\$402.50 (MO)	ICRM \$106.00  SWM \$200.00	RATE ADDED: 9/5/2008 RATE EFF: 8/1/2008	<b>TRANSFER IN FROM ELARC, WE USED THE RATE ESTABLISHED BY THE TRANSFERRING REGIONAL CENTER.</b>
SUNNY DAYS EARLY CHILDHOOD DEV. ****NOTE: CHGD FROM CORP TO LLC. EFF. 10/1/2010; RATES CARRIED OVER FROM PREV. VENDORIZATION PJ3227-605	PJ3620-605 ASMT	\$85.00 HR/10 MAX	IRCM \$ N/A SWM \$39.24 HR	RATE ADDED: 9/29/10 RATE EFF: 10/1/2010	<b>\$57300. Rate-Setting Requirements Applicable to All Nonresidential Service Vendors.</b>  (g) For nonresidential rate-setting purposes, a change in ownership, pursuant to Section 54330 , will not result in a change in the vendor's rate if the staffing ratio and program activities, as identified in the program design, remain unchanged.
PACIFIC CHILD & FAMILY ASSOC. LLC ****NOTE: CHGD FROM CORP TO LLC. EFF. 8/1/2009; RATES CARRIED OVER FROM PREV. VENDORIZATION PJ3229- 605	PJ3482-612	\$75.00 HR	ICRM \$75.00 SWM \$65.00	RATE ADDED ON:8/10/2009 RATE EFF: 8/1/2009	<b>\$57300. Rate-Setting Requirements Applicable to All Nonresidential Service Vendors.</b>  (g) For nonresidential rate-setting purposes, a change in ownership, pursuant to Section 54330 , will not result in a change in the vendor's rate if the staffing ratio and program activities, as identified in the program design, remain unchanged.
PACIFIC CHILD & FAMILY ASSOC. LLC ****NOTE: CHGD FROM CORP TO LLC. EFF. 2/1/2009; RATES CARRIED	PJ3397-615	\$50.00 HR	ICRM \$52.55 SWM \$35.00	RATE ADDED ON: 2/24/2009 RATE EFF: 2/1/2009	<b>\$57300. Rate-Setting Requirements Applicable to All Nonresidential Service Vendors.</b>  (g) For nonresidential rate-setting



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OVER FROM PREV. VENDORIZATION PJ3168-615					purposes, a change in ownership, pursuant to Section 54330 , will not result in a change in the vendor's rate if the staffing ratio and program activities, as identified in the program design, remain unchanged.
VILLA ESPERANZA SERVICES	HD0167-880	\$15.45 PER PROGRAM DAY	ICRM \$10.20 SWM \$12.38	RATE WAS ADDED ON: 4/29/09 RATE EFF. W/VENDORING RC: 7/1/2008	IRC USED FDLRC'S VENDOR TO PROVIDE THIS SERVICE, THEREFORE, WE USED THE VENDORING RC'S RATE. PER VENDOR FILE DOCUMENTATION FROM FDLRC, THIS RATE WAS NEGOTIATED ON 6/30/2008, PRIOR TO IMPLEMENTATION OF THE MEDIAN RATE STRUCTURE.
PATHWAY INC	PJ3484-882	\$27.00 HD; 3:1 STAFFING RATIO	ICR \$9.00 SWM \$9.98	RATE WAS ADDED ON: 8/6/2009 RATE EFF. & SIGN. DATE: 6/12/2009	3:1 STAFFING RATIO WAS NEEDED TO TRANSPORT CONSUMER TO PORTVILLE STATE HOSPITAL.  See attached supporting documentation.  Note: This was a one-time cost.

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**RATE DETERMINATION (for negotiated rates)**

**For Residential Homes/Specialized (RFP/SUF):**

**PERSONNEL COSTS:**

1. Staff Salary & Wages
  - Staffing Ratio
  - Staffing hours
  - Staff qualifications- licensed staff (LVN, RN, and Psych Tech)
  - Program Consultants - OT, PT, Speech, RN, Nutritionist,
  - Payroll Taxes
  - Employment Benefits
2. Payroll Taxes, Workers Compensation & Fringe Benefits
  - Workman's comp
  - Liability Insurance
  - Medical Benefits

**FACILITY COSTS:**

- Lease
- Licensing Fees, City, State
- Cost of Remodel/Renovations
- Adaptive equipment incorporated in remodel of home- such as roll in showers, specialty tubs, ramps, exit doors, Emergency pull station (panic hardware), shower/tub rails, etc.
- Specialized Equipment- Durable Medical Equipment, Visually impaired, Hearing impaired
- Specialized furniture- hospital beds, bed rails, hoist lifts

**PROGRAM COSTS:**

- Consumer Entrance Criteria- Behaviors (intensity of behaviors), Medically fragile (frequency of ongoing medical care required/severity of conditions/ Restricted Health Care Conditions)
- Staff training, office supplies
- Food/ Emergency Supplies
- Electricity/Gas
- Transportation (Vehicle, gas, maintenance) – not for day program or school access

**For Children's services/Behavior modification services/Other vendored services:**

**PERSONNEL COSTS:**

- Payroll/Staff Salary
- Staff qualifications (BCBA, school education-MA, BA, Phd)
  - direct service
  - supervision hours
  - assessment
- employment benefits
- Insurance (Workman's comp, malpractice, gen. liability)

**PROGRAM COSTS**

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- Mileage
- Materials needed for service/training
- Report writing