



EASTERN LOS ANGELES REGIONAL CENTER

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LETTER OF INTEREST GUIDELINES COORDINATED FAMILY SERVICES

Eastern Los Angeles Regional Center (ELARC) is accepting applications for the following Purchase of Service (POS):

Service Code / Type: Service Code 076 –Coordinated Family Support (CFS) Services

Department of Developmental Services (DDS) Pilot Program:

The Department has developed guidance for the requirements of this program. It is the responsibility of the service provider to be aware of any changes in the requirements and understand that this is a pilot program.

<https://www.dds.ca.gov/services/coordinated-family-support-service/>

Reimbursement:

The Department has set the rate for the assessment and provision of the Coordinated Family Support service. Effective January 1, 2023, the rate for services provided to Eastern Los Angeles Regional Center consumers is \$59.27 per billable hour.

Additionally, each provider that meets all monthly reporting requirements will be eligible to receive CFS Pilot Implementation Incentive Payments. These payments will be calculated at 11.1% of the total dollar amount billed for CFS assessments and services for the prior month. An example can be found under CFS Frequently Asked Questions on the Department's CFS Services webpage. Reporting requirements are in development and once finalized, the Department will distribute a standardized form to regional centers for providers to use in submitting reports.

Preferred Languages: Bilingual Spanish/English, Bilingual Cantonese/English, Bilingual Mandarin/English, Bilingual Korean/English, Bilingual Vietnamese/ English, Bilingual ASL/ English

Service Description:

A regional center shall classify a vendor as a Coordinated Family Support services provider when the vendor coordinates and provides items identified below for adults who reside in the family home. Coordinated Family Support services shall be tailored to the unique needs of the consumer and their family and provided in a manner that respects their language and culture. It shall be primarily provided in a person's home. Coordinated Family Support services may include, but is not limited to:

1. *Identifying and providing supports necessary to successfully reside in the family home.
2. Providing assistance and training for the consumer and their family in navigating comprehensive services and supports that are tailored to meet their unique needs, including creating pathways to overcome barriers to accessing generic and other resources.
3. Providing additional information or resources on the consumer's diagnosis and identified supports.
4. Coordinating consistency in training across providers specific to the needs of the consumer and their family.
5. Assisting with scheduling of service delivery including medical and other appointments.
6. Identifying transportation options or services.
7. *Identifying backup providers/supports and providing those backup supports when the plan fails.
8. Providing futures planning for the consumer, including those living with aging caregivers.
9. Providing training to the consumer which maximizes their independence

(*) In the event a direct service provider has not been identified, CFS providers can provide direct support for up to 90 days while a permanent direct care service is identified and put in place. The sub-code "DIR" should be added to the service code to indicate service hours provided as direct care.

General Requirements, include but are not limited to:

- Coordinated Family Support staff minimum qualifications:
 - Associates-level degree in a human services field of study, or
 - Have three years of experience in the developmental disabilities service delivery system
 - Communicate in the primary language of the consumer and their family
 - Must have knowledge of the regional center system

- Coordinated Family Support Supervisor minimum qualifications:
 - Bachelors-level degree in a human services field of study, or
 - Associates-level degree in a human services field of study and at least 3 years of experience in the developmental disabilities service delivery system.

- Within the first 30 days of working with a consumer and their family, CFS providers shall provide training to their staff and supervisors on the service delivery systems including, but not limited to, behavioral health services and local Area Agencies on Aging. Exceptions to the minimum qualifications, along with the justification, shall be submitted to the regional center for the Department of Developmental Services' determination. Facility must serve children and the facility is not the residence of the licensee or a member of the corporate board (board of directors) and the licensee employs personnel to provide direct care and training to individuals.

- A standardized exceptions form will be forthcoming to regional center primary and secondary CFS contacts.

Coordinated Family Support services shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the consumer and their family are receiving. CFS may not be provided by an individual who resides in the same home as the consumer. At minimum, the need shall be assessed annually, with progress being reported quarterly.

In addition to the [ELARC Cover Page](#) and [ELARC Statement of Experience and Qualifications Letter of Interest](#), Interested Parties Shall Submit:

- Resumes
- Copy of required college degree for staff identified in the guidance above
- Summary of service (3 pages maximum) which addresses:
 - Overview of Services
 - Sample One-Month Schedule of Activities
 - Location of main office

Submit all requested documentation to LOI@elarc.org . Include "CFS" in the subject line.