

ELARC VENDOR SYSTEM

VENDOR APPROVAL – WHAT IS IT?

Vendor approval is the process which verifies that an individual, program or facility meets the standards to provide service to consumers with developmental disabilities of any Regional Center in California. The standards are set by the State Department of Developmental Services and described in the California Code of Regulations- Title 17, Sections 54300 through 54390. Vendor Orientation is conducted by the regional center, as indicated for particular prospective applicants.

Applicants approved to provide service are called vendors and are also known as service providers. To become a vendor and have a reimbursement rate establishment, an application and support documentation is submitted to the Regional Center in which the services are, or will be located.

Applications for vendor approval are accepted by the vendoring Regional Center. Applicants should contact the Regional Center to determine needed resources prior to proceeding with any development activity. Once vendored, the service provider is included on the statewide vendor panel listing and is approved for any Regional Center wishing to purchase the vendor's services. Vendor approval does not guarantee referrals to the service, rather it makes the provider eligible to provide service and be reimbursed by a Regional Center.

Vendor approval is non-transferrable. When a change of ownership occurs, the new owner must meet the requirements specified in the regulations.

HOW ARE CONSUMERS REFERRED?

Regional Center staff, in cooperation with the consumer and family, determine at least annually those services needed by the consumer to lead a more productive and independent life. All necessary services are identified in the consumer's written Individual Program Plan (IPP) and reviewed at regular intervals.

If a public source, such as a school district or the Department of Rehabilitation offers a needed service, the Regional Center staff refers the consumer to that service. If there is no public service and the consumer has no other means to obtain the service, the Regional Center may purchase from an approved vendor.

The decision of which vendor to use is based on a number of factors including the geographic location of the service, the nature of the service provided, cost effectiveness in the aggregate and how it meets the individual consumer's need.

HOW IS A PROVIDER REIMBURSED FOR A SERVICE?

The rate of reimbursement is established by the State Department of Developmental Services and described in Title 17, Sections 57200 through 57336. Some rates are pre-established (such as for medical or related services) and are listed in the Relative Value Scale or the Schedule of Maximum Allowances. Other rates are determined after the Department reviews cost statements and a program description from the vendor. Regional Center staff are available to provide a more detailed explanation on rates.

After the rate has been set and consumer's need for the service determined, a written authorization to fund must be generated by the Regional Center prior to delivery of service. The provider receives a copy by mail and instructions on how to claim a reimbursement.

Vendors must agree to payment made by the Regional Center as full payment for services rendered. Providers are generally paid one month in arrears, in the month following delivery of service. The provider receives a copy by mail and instruction on how to claim a reimbursement.