



Products & Services
Price List and Information

Products and Services

RA Mears Consulting has provided comprehensive and high quality services to Community Care Facilities (CCF's) all over California since 2004. We specialize in Adult Residential Facilities (ARF-DD and ARF-MD), Residential Care Facilities for the Elderly (RCFE's), Small Family Homes (SFH's), and Regional Center facilities of all categories. We have experience with small and large capacities.

Our *Products & Services* include everything a California careprovider needs to open and operate a CCF.

✓What we **do**...
↓

⊗What we **don't do**...
↓

Part A and B License Applications

✓ARF-DD	⊗Group Homes
✓ARF-MD	⊗Day Programs
✓RCFE	⊗Health Licensed Facilities
✓SFH	⊗RCF-CI
	⊗Social Rehabilitation Facilities
	⊗Foster Family and Adoption Agencies
	⊗Transitional Housing
	⊗Community Treatment Facilities

Regional Center Program Designs

✓ARF	⊗Supported Living
✓RCFE	⊗Independent Living
✓Group Homes	⊗Day Programs
✓CPP Facilities	
✓SFH	

In addition to license applications and Program Designs, we can prepare a wide range of products for both Community Care Licensing Division (CCLD) and Regional Centers (RC's), such as exception and waiver requests, specialized Plans of Operation, Individual Service Plans (ISP's), and Quarterly or Semi-Annual Reports.

Please review the entire list of services we offer below, and on our [Products](#) page. Let's work together to build your business, and to make it competitive and fully compliant with applicable laws.

Thank you for the opportunity to introduce our business to you. Please contact us to discuss your personal needs.

RAMears, MA



Consultations

Personalized Consultations Related to Licensure or Vendorization

Many people are left with more questions than answers following their Community Care Licensing (CCLD) Component I or Regional Center (RC) orientation. These meetings are designed for a broad audience with an emphasis on the application materials and regulatory requirements and may not adequately address your individual situation or concerns. The following is a sample list of topics that can be discussed during your *Personalized Consultation*:

- What type or level of facility is best for you?
- What steps are needed to obtain a license or vendorization and in what order should you complete them?
- How much money do you need?
- Should apply for a license as a sole proprietor, corporation, LLC, or partnership?
- What classes, work experience, and other requirements do you need?
- Are there any potential problems with your proposed facility, or will you need to make any modifications?

A *Personalized Consultation* may be needed to answer your questions.

Personalized Consultations will last up to 2-hours and can be held at the proposed facility, over the phone, or at any agreed upon location. All of the following, and more, can occur during our meeting:

- An inspection of the proposed facility to identify any potential problems.
- Assistance in deciding your capacity.
- Answers to your specific questions about the licensing and vendorization process.

Personalized Consultations are ideal for people who have questions or concerns, but are not required if you are ready to begin your license application or Regional Center Program Design. A down payment of \$295 will be processed to start your paperwork without a *Personalized Consultation*.

Choice 1

Personalized Consultations held in-person within 30 miles of our address.

Price: \$100

Choice 2

Personalized Consultations held in-person between 30-60 miles of our address, or on a weekend. If this applies, you may choose a phone consultation instead if meeting in person is not important to you. Locations throughout San Diego County that are within 30 miles of our address are suggested in the Contact page of our website.

Price: \$150



Choice 3

Over-the-phone Personalized Consultations are available both within San Diego and throughout the state and can be scheduled for a minimum of 1-hour. After the first hour, you may purchase additional time at 1/2 hour increments at a cost of \$25 per. Phone consultations can be supplemented with email, fax, and/or regular mail, as agreed on.

The fee from phone consultations is due at the beginning of the call. The fee for in-person consultations is due at the end of the consultation.

Note: In-person Personalized Orientations must be schedule for a minimum of 2-hours. If you need additional time, you can purchase 30 minute increments for \$25 each.

The information provided during a *Personalized Consultation* is based on knowledge gained during 40 years experience with CCF's, daily interaction with new CCF applicants and existing CCF's, and expertise in California Code of Regulations, Titles 17 and 22.

INFORMATION IS PROVIDED AS A MATTER OF INFORMATION AND EDUCATION ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE, OR LEGAL CONSULTATION. DO NOT TAKE ACTION IN SPECIFIC CASES WITHOUT FULL KNOWLEDGE OF THE FACTS.

Consultations Unrelated to Licensure or Vendorization

Consultations can serve a variety of your needs. We have encountered many situations through our contacts with hundreds of facilities and can use this expertise to guide you through your individual situation. The following is a sample list of topics that can be discussed, or services that can be provided to you during a consultation:

- Problem solving issues you are experiencing with Community Care Licensing Division (CCLD) or the Regional Center (RC).
- Addressing staff or consultant issues.
- Letter writing (up to 3 pages, as time allows).
- Completing annual updated documentation required by CCLD, such as LIC 308, 309, 500, 610, 9020, Admission Agreements, and Plans Of Operation.
- Discussing CCLD deficiencies, or RC citations of Substantial Inadequacies, Immediate Dangers, or Plans Of Correction.
- Discussing RC appeals and the appeal process. The preparation of your appeal will incur an additional charge as specified in our *Products & Services Price List* and *Policies*.

Please inquire about other topics of interest to you. We are experts in many issues that arise in the daily operation of a CCF.

Choice 1

In-person consultations held in person within 30 miles of our address.

Price: \$100



Choice 2

In-person consultations held in person between 30-60 miles of our address, or on a weekend. If this applies, you may choose a phone consultation instead if meeting in person is not important to you. Locations throughout San Diego County that are within 30 miles of our address are suggested in the Contact page of our website.

We do not travel more than 60 miles from our business address.

Price: \$150

Choice 3

Phone Consultations are available both within San Diego and throughout the state and can be scheduled for a minimum of 1-hour. After the first hour, you may purchase additional time at ½ hour increments at a cost of \$25 per. Phone consultations can be supplemented with email, fax, and/or regular mail, as agreed on.

Price: \$50 per hour. You can purchase additional time in 30 minute increments at \$25 per half-hour.

The fee from phone consultations is due at the beginning of the call. The fee for in-person consultations is due at the end of the consultation.

Note: In-person consultations must be schedule for a minimum of 2-hours. If you need additional time, you can purchase 30 minute increments for \$25 each.

Note: See our [Policies](#) for full details.

The information provided during a *Consultation* is based on knowledge gained during 40 years experience with CCF's, daily interaction with new CCF applicants and existing CCF's, and expertise in California Code of Regulations, Titles 17 and 22.

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Applications For A Facility License

The completion of an application for a facility license will take most people many weeks, even months, of tedious work. Once completed you will have no way of knowing what problems may be present in your work; problems that can delay the approval of your application and the granting of your license.

Since 2004, we have completed some 3,000 license applications for Adult Residential Facilities (ARF-DD's and ARF-MD's), Residential Care Facilities for the Elderly (RCFE's), Small Family Homes (SFH's) and others throughout California. We prepare applications every month so we know what to expect during the process, and what licensing personnel are looking for.

When reviewing our menu, consider what your time is worth. A relatively small investment in professional help can save you time and money in the long run.

Applying for a facility license consists of completing an application that is divided into Part A and Part B. The Part A application consists of about 19 forms, some easy and some more challenging, while the Part B application is the narrative description of your program and can be 40 - 60 pages, or more, in length. Both sections include various related attachments. A fee is due upon submission of your application with the amount determined by your census. In addition to the application and fees, you must successfully complete three components:

Component I	The CCLD orientation, available online or in person
Component II	Face-to-Face interview at CCLD
Component III	Inspection of the proposed facility by CCLD

License Applications

Obtaining a facility license starts with completing an application that is divided into *Part A* and *Part B* sections.

The *Part A Application* consists of about 19 forms and various attachments, some easy and others more challenging.

The *Part B Application*, also known as the Plan of Operation, consists of a narrative description of the program and services you will provide divided into 18 separate sections, along with various attachments. This document averages about 50-60 pages in length and should be typed, page numbered, and include a Table of Contents.

We offer both à la carte and “bundled” options for completing your *License Application*.



ARF Bundle

The ARF Bundle includes a complete Part A and B license application.

Price: \$850

BUNDLE and SAVE

A discount of \$300 will be applied to the total cost if you chose both a Part A and Part B.

Part A Application	\$375
Part B Application	\$775
Bundled Discount	<u>\$300</u>

\$850

Choose the ARF Bundle and also receive a 20% discount on any item from *Bundled Add-Ons* list below (*limit 2*):

RCFE Bundle

The RCFE Bundle includes a complete Part A and B license application, plus *your choice* of up to 3 plans of operation listed below.

Price: \$950

Bedridden
Hospice
Dementia
Restricted Health Conditions
(*includes 1 condition*)

BUNDLE and SAVE

A discount of \$300 will be applied to the total cost if you chose both a Prime Part A and Prime Part B.

Part A Application	\$375
Part B Application	\$875
Bundled Discount	<u>\$300</u>

\$950

Choose the RCFE Bundle and also receive a 20% discount on any item from *Bundled Add-Ons* list below (*limit 2*):

SFH Bundle

The SFH Bundle includes a complete Part A and B license application.

Price: \$725

BUNDLE and SAVE

A discount of \$425 will be applied to the total cost if you chose both a Part A and Part B.

Part A Application	\$375
Part B Application	\$775
Bundled Discount	\$425
	\$725

The price is lower than for the ARF/RCFE bundled applications because it is smaller overall. No discounts are applied. You may purchase add-on documentation at the regularly listed price.

Bundled Add-Ons

BUNDLE MORE and SAVE

Choose either the ARF or RCFE Bundle and, in addition to the included bundled discount, choose **up to 2** of the following add-ons at a **20%** discount.

ARF's

Restricted Health Condition Plan of Operation

(Reg. \$73 – 20% = **\$58 per condition**)

“Total Care” Plan of Operation

(Reg. \$195 – 20% = **\$156**)

Bedridden Plan of Operation

(Reg. \$195 – 20% = **\$156**)

Incontinence Plan of Operation

(Reg. \$60 – 20% = **\$48**)

RCFE's

Additional Restricted Health Condition Plan of Operation

(Reg. \$60 – 20% = **\$48 per condition**)

Hospice Waiver Request

(Reg. \$125 – 20% = **\$100**)

Bedridden Plan of Operation

(Reg. \$195 – 20% = **\$156**)

Dementia Plan of Operation

(Reg. \$275 – 20% = **\$220**)

À la Carte License Applications

If you prefer to complete either the Part A or Part B license application yourself, we offer the following stand-alone products:

Basic Part A Application

We will complete 80% of the *Part A Application*, using your answers to our questionnaire, including: LIC 200, 308, 309, 400, 401, 403, 404, 500, 508, 610, and 9054.

About 20% of the forms can only be completed by you. To assist you in doing so, we will guide you through several *Part A Assignments*, which include providing you completed samples of these forms, answering any questions you have, and reviewing your work before you submit to CCLD. Completed samples include the LIC 215, 401a, 403A, 503, 999 (floor/yard plans), Board Resolutions (for corporations), Operating Agreement Exhibits (for LLC's), and emergency relocation letters.

Price: \$375

Part A Application Review

If you completed the Part A application yourself, we can complete a Part A Application Review. We will suggestion corrections and revisions to make before you submit to CCLD.

Price: \$125

À la Carte License Applications

Basic Part B Application

Your *Part B Application* will including all job descriptions, personnel policies, sample staff schedule and staff in-service training schedule, program description, Admission Agreement, sample menu, etc. The completed document is delivered to you with convenient “marker pages” indicating where to place your attachments (e.g., Articles of Incorporation/Organization, Component I Orientation certificates, etc.).

ARF Price: \$775

RCFE Price: \$875

Download our questionnaire to get started



[Bundled License Application Questionnaire](#)

[Basic License Application Questionnaire](#)



The *Bundled License Application*, *Part B Application*, and *SFH Part A & B License Application* requires a **\$350** down payment to begin, with the balance due when the job is complete and ready for delivery. The *Part A Application* and *Part A Application Review* are paid in full in advance.

The cost of any bundled add-ons will be included in your balance due payment and will be reflected on your invoice.

You may call (619) 249-8671 cell or (619) 460-1143 office to make your down payment by credit card over the phone. Either Robert or Don can help.

If you prefer, you can send payment using the details on our [Contact](#) page.

Notes: See our [Products & Services Price List](#) and [Policies](#) for full details. You are accountable for knowing the contents of your *License Application* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

The *License Application* and related assignments will be completed by email, phone, fax, or regular mail, as agreed on.

We cannot review any portion of a *Part B Application* that you have prepared yourself. The document is too long and complex, usually taking licensing personnel many weeks to review.

The completed *License Application* can be emailed or mailed, as agreed on. An emailed *License Application* is sent in PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT). RA Mears Consulting will make any revisions to *our work* required by CCLD for *initial* licensure without additional charge to you.

A mailed *License Application* will require a \$25 processing fee.

Guarantee: Our products are guaranteed. We will make any changes to our work required by Community Care Licensing Division (CCLD) or Regional Center (RC) without additional charge. This guarantee is for the *initial* CCLD or RC approval. If you resubmit our product at a later date, such as for an additional facility, relocation, etc., please request a price quote to update your product. RA Mears Consulting reserves the right to see written requests for changes from CCLD or the Regional Center.



Other Community Care Licensing Division Products

Title 22 requires licensed facilities to maintain a variety of documentation. Examples of information that must be maintained includes records of services provided, healthcare appointments, details regarding behavioral incidents, consultant hours, fire drills, staff records and training, etc. The amount and type of documentation you need to keep will vary based on the type of facility, the funding source, special conditions served, and many other factors. We are able to provide a variety of checklists and forms, developed over many years of contact with facilities, to help you to meet your documentation requirements.

The following checklists and forms are available. Some of them are available in several formats to meet the specific regulations of ARF-MD, ARF-DD, and RCFE facilities. If you don't see what you need, let us know. We may be able to create a form from to suit your needs. You may choose any three (3) for \$50.

Staff Documentation Due At Hire Checklist

Client/Resident Documentation Due On Placement Checklist

Employee Evaluation Form

Employee Warning Form

Employee In-Service or Video Training Log

Water Temperature Check Log

Smoke Alarm Check Log

Fire Drill Log

CCLD Contact Log (to track visitations, inspections, etc.)

“Total Care” (Care for Clients Who Rely Upon Others to Perform All Activities of Daily Living) Checklist

Incontinence Care Checklist

Restricted Health Condition Staff Training Checklist

Please inquire if you need a product that is not on this list. We will let you know if we can help, and will provide you with a quote.

CCLD Checklists and Forms will be sent by email or regular mail, as agreed on. All *CCLD Checklists and Forms* delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT). They can then be printed and filled out by hand, or filled out electronically using Adobe Reader. We are willing to make modifications to our forms to meet your needs. Please contact us to discuss your specific requirements.



Exception or Waiver Requests and Plans Of Operation

Plan of Operation to Use Camera Monitoring

Many Community Care Facilities (CCF) are installing cameras. Using video surveillance in your facility can provide licensees, staff, and families with an added sense of safety and security. In order to do so, you must submit a Plan of Operation to Community Care Licensing Division (CCLD) that will detail how you will use cameras while maintaining compliance with Title 22. The plan must include details such as:

- Where you will install cameras.
- How you will use the cameras and recorded material.
- How you will train staff regarding the use of cameras.
- How you will inform staff and residents of the use of cameras.

RA Mears Consulting can provide you with a professional Plan of Operation to use video surveillance in your facility that meets Title 22 requirements. The product includes:

- A cover letter to CCLD.
- An addendum to your Plan of Operation.

Price: \$50

Plan of Operation To Care For Clients With Incontinence

A licensee of an adult Community Care Facility (CCF) may accept or retain a client who has bowel and/or bladder incontinence. In order to do so, you must submit a Plan of Operation to Community Care Licensing Division (CCLD) that will detail how you will maintain compliance with Title 22. The plan must include details such as:

- How and when you will provide incontinence care.
- How you will implement a toileting plan.
- How you will train staff.
- How you will document the care you provide.

In RCFE's, incontinence care requires an approved exception from CCLD and that is not covered by this product. (Please see [RCFE Restricted Health Condition Exception Or Waiver Requests](#) for details).

RA Mears Consulting can provide you with the documentation you need to provide incontinence care that meets Title 22 requirements, including:

- A cover letter to CCLD.
- An addendum to your Plan of Operation.
- A sample incontinence care checklist and incontinence care instructions.

Price: \$50



Plan of Operation to Provide Care for Clients who Rely Upon Others to Perform all ADL's

A licensee may accept or retain a client who relies upon others to perform all Activities of Daily Living (ADL's) for them. These residents are also referred to as requiring "Total Care." ADL's are defined as:

- Bathing: Cleaning the body using a tub, shower or sponge bath, including getting a basin of water, managing faucets, getting in and out of a tub or shower, reaching head and body parts for soaping, rinsing and drying.
- Dressing: Putting on and taking off, fastening and unfastening garments and undergarments and special devices such as back or leg braces, corsets, elastic stockings/garments and artificial limbs or splints.
- Toileting: Getting on and off a toilet or commode, emptying a commode, managing clothes, wiping and cleaning the body after toileting, and using and emptying a bedpan and urinal.
- Transferring: Moving from one sitting or lying position to another sitting or lying position (e.g., from bed to or from a wheelchair, or sofa, coming to a standing position and/or repositioning to promote circulation and to prevent skin breakdown).
- Continence: Ability to control bowel and bladder, as well as to use ostomy and/or catheters receptacles, and to apply diapers and disposable barrier pads.
- Eating: Reaching for, picking up, grasping a utensil and cup; getting food on a utensil; bringing food, utensil, and cup to mouth; manipulating food on plate; and cleaning face and hands as necessary following meal.

In order to accept or retain such a client, the licensee must submit a Plan of Operation to Community Care Licensing Division (CCLD) demonstrating their ability to provide the necessary care.

RAMears Consulting can provide you with a "Total Care" waiver request that will meet Title 22 requirements, including:

- A cover letter to CCLD.
- An addendum to your Plan of Operation.
- A sample Needs and Services Plan.
- A sample "Total Care" checklist.

Price: \$195



ARF Restricted Health Condition Exception or Waiver Request

California Health and Safety Codes define a Community Care Facility (CCF) as providing non-medical residential care. Residents who require specialized medical care generally may not reside in CCF's, though there are exceptions. Exceptions can be granted to an Adult Residential Facility (ARF) for certain "allowable health conditions," which are also referred to as "Restricted Health Conditions" or those requiring "Incidental Medical Services." Although *exception* is the term used in Title 22, in most cases Community Care Licensing Division (CCLD) will allow you to request a *waiver* instead. See below for an explanation of the difference. In an ARF, the allowable health conditions are:

- Use of inhalation-assistive devices
- Colostomy/ileostomies
- Requirement for fecal impaction removal, enemas, suppositories
- Use of catheters
- Staph or other serious, communicable infections
- Insulin-Dependent diabetes
- Stage 1 and 2 dermal ulcers
- Wounds
- Gastrostomies
- Tracheostomies

If the licensee of an ARF chooses to accept or retain a resident with a Restricted Health Condition, they must first obtain an exception or waiver from CCLD.

RAMears Consulting can provide you with everything you need to request a waiver that meets Title 22 requirements, including:

- A cover letter to CCLD requesting the waiver.
- An addendum to your Plan of Operation.
- A sample Restricted Health Condition Care Plan for each condition.

Prices:

If requesting a waiver:

ARF Restricted Health Condition Waiver Request (1 condition)	\$175
ARF Restricted Health Condition Waiver Request (2-3 conditions)	\$220
ARF Restricted Health Condition Waiver Request (4-6 conditions)	\$265
ARF Restricted Health Condition Waiver Request (7-10 conditions)	\$300

If requesting an exception, we can provide you an addendum to your Plan of Operation (*no sample Restricted Health Condition Care Plan included*):

ARF Restricted Health Condition Exception Request (1 condition)	\$125
ARF Restricted Health Condition Exception Request (2-3 conditions)	\$175
ARF Restricted Health Condition Exception Request (4-6 conditions)	\$220
ARF Restricted Health Condition Exception Request (7-10 conditions)	\$265



If you only need a sample Restricted Health Condition Care Plan (*no Plan of Operation addendum included*):

ARF Sample Restricted Health Condition Care Plan (1 condition)	\$75
ARF Sample Restricted Health Condition Care Plan (2-3 conditions)	\$125
ARF Sample Restricted Health Condition Care Plan (4-6 conditions)	\$175
ARF Sample Restricted Health Condition Care Plan (7-10 conditions)	\$220

If requesting an exception and would like both an addendum to your Plan of Operation and a Sample Restricted Health Condition Care Plan the prices are the same as for a waiver above.

The request for diabetes includes a sample diabetic menu, if needed.

RCFE Restricted Health Condition Exception or Waiver Request

California Health and Safety Codes define a Community Care Facility (CCF) as providing non-medical residential care. Residents who require specialized medical care generally may not be in CCF’s, though there are exceptions. Exceptions can be granted to an Adult Residential Facility (ARF) for certain “allowable health conditions,” which are also referred to as “Restricted Health Conditions” or those requiring “Incidental Medical Services.” Although *exception* is the term used in Title 22, in most cases Community Care Licensing Division (CCLD) will allow you to request a *waiver* instead. See below for an explanation of the difference.. In an RCFE, these are:

- Administration of oxygen
- Catheter care
- Colostomy/Ileostomy care
- Contractures
- Diabetes
- Enemas, suppositories, and/or fecal impaction removal
- Incontinence of bowel and/or bladder
- Injections
- Intermittent Positive Pressure Breathing Machine (IPPBM)
- Stage 1 and 2 pressure sores (dermal ulcers)
- Wound care

If the licensee of a RCFE chooses to accept or retain a resident with a Restricted Health Condition, they must first obtain an exception or waiver from CCLD.

RAMears Consulting can provide you with everything you need to request a waiver that meets Title 22 requirements, including:

- A cover letter to CCLD requesting the waiver.
- An addendum to your Plan of Operation.
- A sample Physician’s Statement and Appraisal/Needs and Services Plan.



Prices:

If requesting a waiver:

RCFE Restricted Health Condition Waiver Request (1 condition)	\$150
RCFE Restricted Health Condition Waiver Request (2-3 conditions)	\$180
RCFE Restricted Health Condition Waiver Request (4-6 condition)	\$210
RCFE Restricted Health Condition Waiver Request (7-11 conditions)	\$250

If requesting an exception, we can provide you an addendum to your Plan of Operation (*no sample Physician’s Statement or Appraisal/Needs and Services Plan included*):

RCFE Restricted Health Condition Exception Request (1 condition)	\$125
RCFE Restricted Health Condition Exception Request (2-3 conditions)	\$175
RCFE Restricted Health Condition Exception Request (4-6 conditions)	\$220
RCFE Restricted Health Condition Exception Request (7-10 conditions)	\$265

If you only need a sample Physician’s Statement and Appraisal/Needs and Services Plan (*no Plan of Operation addendum included*):

ARF Sample Restricted Health Condition Care Plan (1 condition)	\$75
ARF Sample Restricted Health Condition Care Plan (2-3 conditions)	\$125
ARF Sample Restricted Health Condition Care Plan (4-6 conditions)	\$175
ARF Sample Restricted Health Condition Care Plan (7-10 conditions)	\$220

If you’re requesting an exception and would like an addendum to your Plan of Operation, a Physician’s Statement and Appraisal/Needs and Services Plan the prices are the same as for a waiver above.

THE DIFFERENCE BETWEEN AN EXCEPTION AND A WAIVER

With regard to Restricted Health Conditions, an exception is specific to an individual and a waiver applies to an entire facility. RA Mears Consulting can provide everything you need when applying for a waiver. In most cases, the folowing additional information is needed when applying for an exception:

- A cover letter to CCLD that explains the specific details of the client needing the exception (i.e., diagnosis, primary physician, etc.).
- A physician’s note or prescription for the required care (i.e., colostomy, catheter, insulin, etc).
- A letter of support from a conservator or placement agency (e.g., Regional Center), if applicable.
- A Restricted Health Condition Care Plan that is specific to the individual client, as opposed to a sample.

We recommend you inquire with your LPA to determine which applies to you. If possible, we strongly recommend you request a waiver rather than exception, which will allow you to admit clients with the specified condition(s) at any time in the future. If you must request an exception, RA Mears Consulting can provide the addendum to your Plan of Operation or sample Restricted Health Condition Care Plan.



Plan of Operation for Clients who are Bedridden

Per California Health and Safety Code, Section [1566.45](#), 'bedridden' means either requiring assistance in turning and repositioning in bed, or being unable to independently transfer to and from bed. This includes residents who do not have the mental capacity to respond to directions to transfer from bed in emergency situations. Bedridden status can be either temporary (i.e., lasting less than 14 days), or long-term.

Bedridden persons can be admitted or retained in a Residential Care Facility for the Elderly (RCFE) with appropriate and sufficient care staff, mechanical devices if necessary, and safety precautions. Although an exception is no longer required to admit or retain a person who is bedridden, the licensee must ensure the following:

- The facility has obtained a bedridden fire clearance. The licensee must request the fire clearance within 48 hours of accepting or retaining a bedridden client.
- Notify CCLD in writing, including a physician's written statement regarding the cause and expected length of the bedridden status and a medical assessment (LIC 602A).
- Submit a Bedridden Plan of Operation to CCLD.
- The facility has an updated floor plan identifying the location of the bedridden resident's bedroom.

RAMears Consulting can provide you with the documentation you need to accept or retain a client that will be bedridden in excess of 14 days, including:

- A cover letter to CCLD.
- A bedridden Plan of Operation.
- A sample Notification Of Bedridden Status.
- A blank Physician's Statement.

Price: \$195

Plan of Operation For Care of Persons with Dementia

Per California Health and Safety Code, Section [1569.627](#), a Residential Care Facility For the Elderly (RCFE) that advertises or promotes special care, special programming, or a special environment for persons with dementia must provide a Plan of Operation specifying dementia related care to Community Care Licensing Division (CCLD).

The *Plan of Operation For Care Of Persons With Dementia* shall include a narrative description of all of the following features:

- Program philosophy and goals.
- Preadmission assessment.
- Admission.
- Program details, including a brief description of activities to decrease the effects of sundowning.
- Staff training.
- Physical environment.
- Changes in condition, including when changes made to a participant's care plan.
- Success indicators.



Licensees may request resident-specific exceptions or facility-wide waivers at their option. Those who occasionally have residents with dementia may decide on an exception, while those who routinely provide care for residents with dementia may decide that a waiver is more appropriate. The goals are the same: a plan for care and supervision that will meet the needs of residents with dementia.

RA Mears Consulting can provide you with the documentation you need to advertise or promote care of persons with dementia, including:

- A cover letter to CCLD.
- A Plan of Operation for care of persons with dementia.

Price: \$275

Hospice Waiver Request

Hospice care is specialized support for individuals in the advancing stages of a terminal illness. A hospice care waiver will allow terminally ill residents to stay in the facility that is their home until their death occurs, or their needs can no longer be met within the scope of the license. The approved hospice care waiver will allow medical procedures to be provided in the facility by appropriately skilled professionals and others designated in the hospice care plan. Only residents who have contracted with a hospice agency to receive services can receive hospice care within the facility.

- Facility Hospice Care Waiver: A waiver granted by the Department that permits the retention in a facility of a designated maximum number of terminally ill residents who are receiving hospice services from a hospice agency. The waiver applies only to those residents who are receiving hospice care.
- Terminally Ill Resident: The resident's attending physician has determined that the resident's life expectancy is six months or less if his/her illness or condition runs its normal course.

If a licensee expects to permit current or future residents to receive hospice care within the facility, the licensee must obtain a hospice care waiver from the local licensing office. The request for a waiver must be approved before any hospice care can be provided. RA Mears Consulting can provide you with a *Hospice Waiver Request* that meets Title 22 requirements, including:

- A cover letter to CCLD requesting the waiver.
- A Hospice Waiver Request.

Price: \$125

We recommend you start with the above plan unless your LPA has requested more. An enhanced hospice waiver request is also available, which fully meets Title 22 requirements. In addition to the cover letter and Hospice Waiver Request, you will receive:

- Plan of Operation for Hospice Care, which includes Hospice Care Plan guidelines.
- A Request for Acceptance or Retention while Receiving Hospice Services.
- Hospice Roommate Agreement.



- A Notification of Initiation of Hospice Services.
- A Notification of Discontinuation of Hospice Services.
- A Sample Hospice Staff Training Log.

Price: \$399

Applications for Regional Center Vendorization

In order to admit consumers of the Regional Center to your facility you must first become a vendor of one of [21](#) Regional Centers throughout California. The application consists of a few simple forms and a Program Design appropriate to the level of services you want to provide. The vendor application consists of a few simple forms and a Program Design appropriate to the level of services you want to provide. Program Designs are a narrative description of the program and services you will offer, along with various attachments. Program Designs are not the same as a licensing Part B document or Plan of Operation.

The completion of a Program Design for Regional Center vendorization will take most people many weeks, even months, of tedious work. Once completed you will have no way of knowing what problems may be present in your work; problems that can delay the approval of your application and the granting of your vendorization.

Since 2004, we have completed some 1,000 Level 2, 3 and 4 Program Designs. Based on your answers to a simple questionnaire, RA Mears Consulting can complete a Program Design for you that will meet Title 17 and Regional Center requirements, including a program narrative, description of consumer services, activities and resources that are specific to your area, a description of instructional methods and assessment procedures, a sample staff schedule, House Rules and Grievance Procedure, Quarterly or Semi-Annual Report, etc.

Program Designs

Level 2 Program Design	\$600
Level 3 Program Design	\$700
Level 4 Program Design	\$850

Download our questionnaire to get started ➔ [Program Design Questionnaire](#)

See the [list](#) of Regional Centers we write Program Designs for.

You are accountable for knowing the contents of your *Regional Center Program Design* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

Regional Center Program Designs require a **\$350** down payment to begin, with the balance due when the job is complete and ready for delivery.



You will receive a one-time 20% discount on your *Regional Center Program Design* if RA Mears Consulting prepared your *Bundled ARF or RCFE License Application*.

Regional Center Program Designs will be completed and sent by email or regular mail, as agreed on.

All *Regional Center Program Designs* delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT). RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* vendorization without additional charge to you.

We cannot review any portion of a *Regional Center Program Design* that you have prepared yourself. The document is too long and complex, usually taking Regional Center personnel weeks or months to review. It is more efficient for us to prepare a *Program Design* using our own templates.

Program Design Components

If you have prepared your own Regional Center Program Design, but are having trouble with particular components or have been asked by your Regional Center for additional information, the following documentation can be purchased separately and attached to your own application.

Organizational Chart	\$15
Statement of Purpose	\$15
Sample Transition Plan	\$25
Sample House Rules Grievance	\$25
Sample Grievance Procedure	\$25
Any One (1) Job Description (Administrator, DSP, 1:1 DSP, consultant, etc.)	\$25
Sample Individual Service Plan (ISP)	\$25
Sample Quarterly or Semi-Annual Report	\$35
Description of Program Preparation Functions	\$35
Staff Schedule To Meet Level Requirement	\$55

Please inquire if you need a component that is not on this list. We will let you know if we can help, and will provide you with a quote.

You are accountable for knowing the contents of your *Regional Center Program Design Components* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

Regional Center Program Design Components can be mailed or emailed, as agreed on. Emailed *Regional Center Program Design Components* are sent in PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT). RA Mears Consulting will make any revisions to *our work* required by Regional Center for *initial* vendorization without additional charge to you.

The above information is based on knowledge gained during more than 35 years experience with CCF's, daily interaction with new CCF applicants and existing CCF's, and expertise in California Code of Regulations, Titles 17 and 22.



Other Regional Center Products and Services

Individual Service Plans (ISP's) and Data Collection

Typically, only Level 3 and Level 4 Regional Center facilities are required to develop written training plans and collect data on Individual Program Plan (IPP) objectives that the facility is responsible for.

The ISP objective does not have to be exactly the same as in the IPP, but it must be a step towards completion of it. For example, the IPP could state that the consumer will bathe independently, and the corresponding ISP states that the consumer will wash his legs and arms independently within a year.

The ISP should be a complete "blueprint" for how the training plan will be executed, containing enough information so that anyone, even someone who does not know the consumer, can read and implement it. At a minimum, the ISP should contain the following:

A Baseline or Current Status: Describes the current ability of the consumer with regard to a targeted skill, or the current frequency and severity of a targeted behavior. This is the starting point of the plan.

A Measureable Objective: Describes what the consumer is expected to achieve by the target date and is written in a way that anyone can see when the consumer achieves the goal. It needs to be observable, measurable, and time limited (recommended one year).

A Task Analysis: Describes the steps staff will take to train the resident on a task or intervene in a behavioral episode. Task analyses should include how often and when the training will occur, the methods and materials used, the types and hierarchy of prompts and how they will be faded over time, how the consumer will be reinforced for success, and how data will be collected. In addition, task analyses for behaviors should include how the consumer will be taught to use more appropriate "replacement" behaviors, the antecedents that indicate the behavior is about to occur, and how staff should intervene.

ISP's should be written within 30-days of the placement meeting, the IPP meeting, or annual review.

RA Mears Consulting has developed a unique ISP format that combines the training plan and individualized data collection on a single page and that our clients tell us are extremely user friendly to them and their staff.

Price: \$8 *for annual revisions*

Price: \$25 *for new objectives (bulk discounts may be available)*

You are accountable for knowing the contents of your *Individual Service Plans and Data Collection Formats* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.



Individual Service Plans and Data Collection Formats will be sent by email, or regular mail, as agreed on. *Individual Service Plans and Data Collection Formats* delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT), however, we are willing to make changes to meet your needs. Please contact us to discuss your specific requirements. RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.

Quarterly or Semi-Annual Reports

Per [Title 17](#), all Level 2 and 3 Regional Center facilities are required to prepare written semi-annual reports of consumer progress toward achievement of each IPP objective for which the facility is responsible. In addition, Level 4 facilities must prepare and submit Quarterly Reports. Many Regional Centers stipulate in the Admission Agreement or Provider Contract that all levels must prepare Quarterly Reports and we recommend you inquire with your Regional Center to see if this applies.

Quarterly and Semi-Annual Reports must include:

- A summary of the data collected for each Individual Program Plan (IPP) objective for which the facility is responsible for (Level 3 and 4 facilities only); community and leisure activities; overnight visits away from the facility; illness, medical and dental visits; and Special Incident Reports.
- The date of completion of the report and signature of the person preparing the report.
- For Level 4 facilities, the identification of barriers to consumer progress and actions taken in response to these barriers.

Level 4 facilities shall submit the Quarterly Report to the Service Coordinator (Client Program Coordinator, etc.) within 30 days of the end of the quarter.

Quarterly or Semi-Annual Reports should be completed within 30-days of the end of the quarter or semi-annual period. These periods begin with the birth month of the consumer. To assist you in submitting your reports on time, we will provide a printed Quarterly or Semi-Annual Report schedule free of charge.

RA Mears Consulting can prepare your *Quarterly or Semi-Annual Reports* using information you provide us.

Price: \$40 for 1-2 objectives

Price: \$50 for 5-6 objectives

Price: \$45 for 3-4 objectives

Price: \$60 for 7 objectives or more

You are accountable for knowing the contents of your *Quarterly and Semi-Annual Reports* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.



Quarterly and Semi-Annual Reports will be sent by email, or regular mail, as agreed on. *Quarterly and Semi-Annual Reports* delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT), however, we are willing to make changes to meet your needs. Please contact us to discuss your specific requirements. RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.

Face Sheets

Regional Center facilities must keep a variety of consumer related information that is specified in both Titles 17 and 22. For example:

Title 17, Section [56059](#) (Residential Services Records):

- (b) Individual consumer files shall contain the following:
 - (1) Current emergency information, including names, addresses and telephone numbers of the consumer's authorized representative and pharmacy;
 - (2) Recent consumer photograph and physical description;
 - (4) Consumer allergy record;

Title 22, Section [80070](#) (Client Records):

- (a) The licensee shall ensure that a separate, complete, and current record is maintained in the facility for each client.
- (b) Each record must contain information including, but not limited to, the following:
 - (1) Name of client.
 - (2) Birthdate.
 - (3) Sex.
 - (4) Date of admission.
 - (5) Names, addresses, and telephone numbers of authorized representative(s).
 - (7) Name, address and telephone number of physician and dentist, and other medical and mental health providers, if any.

Regional Center facilities satisfy these requirements by maintaining detailed consumer *Face Sheets*. Not only are they required, but an organized, stylish, and professional looking *Face Sheet* can make your consumer books stand out and really shine. Choose from four (4) unique Face Sheet styles in the links below.

Price: \$10 – Annual Revision

Price: \$25 – New Face Sheet without embedded consumer photo

Price: \$35 – New Face Sheet with embedded consumer photo

Choose from one of the following 4 styles:

[Artistic](#)

[Modern](#)

[Professional](#)

[Classic](#)

You are accountable for knowing the contents of your *Face Sheets* and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.



Face Sheets will be sent by email, or regular mail, as agreed on. *Face Sheets* delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT), however, we are willing to make changes to meet your needs. Please contact us to discuss your specific requirements. RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.

Preparation Of Regional Center Appeals

Regional Centers issue citations to facilities for a variety of reasons. The two main categories are [Immediate Dangers](#) and [Substantial Inadequacies](#). If you have received a citation you must agree to a [Corrective Action Plan](#) or CAP. If a Substantial Inadequacy is not corrected within the timeframe specified in the CAP, or if any facility receives two (2) Substantial Inadequacies within any twelve (12) month period, the Regional Center may impose [sanctions](#) or even reduce the facility's approved service level, and thereby your rate of reimbursement.

Although most facilities receive citations at some point and most are not damaging or disruptive to your business, others can be very harmful. Any time you are issued a citation for an Immediate Danger or Substantial Inadequacy, or sanctions are imposed on your facility, the Regional Center must inform you of your right to [appeal](#) it.

There are two appeals available to you. The first is heard by a representative of the Regional Center that the facility is contracted with. If the facility is dissatisfied with the decision made at this level, they may appeal to the Director of DDS, also known as a "state level" appeal. The decision at the state level is final.

RA Mears Consulting can prepare a professional appeal for you. It is our philosophy that your appeal cannot simply be a canned template that is modified with your personal details. We prepare appeals through a dynamic process that involves multiple interviews, follow-up meetings, and the developments of initial drafts that are edited and fine tuned before they are ready. We can help you with the following aspects of an appeal:

- A letter to the Regional Center requesting the appeal.
- Preparation of appeal documentation, including exhibits and notes for you to follow.
- Guidance to prepare you for the appeal, such as role playing and familiarizing you with relevant regulations.

Price: \$1,000

You are accountable for knowing the contents of your *Regional Center Appeal*. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

Regional Center Appeals require a \$500 down payment to begin, with the balance due when the job is complete and ready for delivery.

Regional Center Appeal documentation delivered outside of San Diego County will be sent by email or regular mail, as agreed on.



RA Mears Consulting will not be present for your *Regional Center Appeal*, but will prepare you and the required documentation. Assistance from RA Mears Consulting, or any other entity, is no guarantee that your appeal will be won.

Request For Proposal (RFP) Applications

Just as it sounds, this process occurs when a Regional Center announces that it is requesting proposals to meet an identified consumer need. In the announcement, the Regional Center explains the type of resource or service that is needed, the specific population to be served, and the start-up and/or ongoing funding that is available to the applicant that is chosen. Any person or business entity that meets the eligibility criteria set forth in the *Request For Proposals* can submit a one.

Regional Centers, through contracts with the California Department of Developmental Services, will issue a *Request For Proposals* when there is funding available to develop and support a resource that will clearly benefit consumers. Examples include small Community Care Facilities for consumers moving out of state hospitals, and day and residential programs for those that have a criminal record.

The RFP process is very competitive. Applicants must submit proposals that strictly follow a defined format and must meet the RFP deadlines. The proposals are then reviewed by a Regional Center selection committee using a subjective scoring process that ranks them in comparison to the other proposals that were submitted. Applicants that are well matched with the RFP in terms of background, education, and experience will have the best chance of being chosen.

RA Mears Consulting can prepare a competitive *Request For Proposals* application for you. It is our philosophy that your application cannot simply be a canned template that is modified with your personal details. We prepare *Request For Proposals* applications through a dynamic process that involves multiple interviews, follow-up meetings, and the developments of initial drafts that are edited and fine tuned before they are ready to submit. For this reason, we will not consider writing a *Request For Proposals* application with less than three (3) weeks until the deadline, and we prefer at least four (4).

Price: \$1,000

You are accountable for knowing the contents of your *Request For Proposals* application and for providing the services therein. To this end, RA Mears Consulting will provide an overview of any documentation provided to you, as needed.

Request For Proposal applications will be sent by email, or regular mail, as agreed on. *Request For Proposal* applications delivered electronically will be in non-modifiable PDF format and *will not* be provided in a modifiable format (e.g., DOC, TXT), however, we are willing to make changes to meet your needs. Please contact us to discuss your specific requirements. RA Mears Consulting will make any revisions to *our work* required by the Regional Center for *initial* approval without additional charge to you.



See our complete [Policies](#).

Accepting for your security and convenience

