



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 (Developmentally Disabled, mentally ill, veterans, Traumatic Brain Injured, etc.), 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 care-provider needs to open and operate a CCF.

✓ What we **do**...
↓

✗ What we **don't** do...
↓

Part A and B License Applications

✓ Adult Residential Facilities	✗ Group Homes
✓ Residential Care Facilities for the Elderly	✗ Health Licensed Facilities
✓ Small Family Homes	✗ RCF-CI
✓ Day Programs	✗ Social Rehabilitation Facilities
	✗ Foster Family and Adoption Agencies
	✗ Transitional Housing
	✗ Community Treatment Facilities
	✗ Enhanced Behavioral Supports Homes

Regional Center Program Designs

✓ ARF	✗ Supported Living
✓ RCFE	✗ Independent Living
✓ Group Homes/Small Family Homes	✗ Day Programs
✓ CPP/RFP 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, and Individual Service Plans (ISP's).

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

You may have many questions related to licensing and/or vendorization, even after speaking to existing care providers or completing the Community Care Licensing Division (CCLD) Component I or Regional Center (RC) orientation. Most care providers will only be able to explain their own experience, but do not have a complete understanding of the processes. The orientations 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 Related to Licensure or Vendorization require a minimum of 1-hour and can be held over the phone from wherever you live. If you are in San Diego, consultations can be held at the proposed facility or at any agreed upon location. All the following, and more, can occur during our meeting:

- An inspection of the proposed facility to identify any potential problems. These can be conducted virtually for areas outside San Diego.
- Assistance in deciding your capacity.
- Answers to your specific questions about the licensing and vendorization process.

Personalized Consultations Related to Licensure or Vendorization 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 will be processed to start your paperwork without a *Personalized Consultation*.

Consultations can be scheduled for any day but Monday or Wednesday.



Choice 1 - *By phone from any location*

Personalized Consultations Related to Licensure or Vendorization **by phone** are available regardless of your location 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 half-hour. The fee for phone consultations is due at the beginning of the call.

BUSINESS HOURS

Price: \$100 *Tuesday, Thursday and Friday, 10:00 AM to 4:00 PM*

WEEKEND and EVENING HOURS

Price: \$125 *Tuesday, Thursday and Friday, 5:00 PM to 7:00 PM or Saturday/Sunday 10:00 AM – 4:00 PM*

Choice 2 *In-person in San Diego only*

Personalized Consultations Related to Licensure or Vendorization can be held **in-person** within 30 miles of our address for a minimum of 1-hour. After the first hour, you may purchase additional time at ½ hour increments at a cost of \$50 per half-hour. The fee for in-person consultations is due at the end of the meeting.

BUSINESS HOURS

Price: \$150 *Tuesday, Thursday and Friday, 10:00 AM to 4:00 PM*

WEEKEND and EVENING HOURS

Price: \$175 *Tuesday, Thursday and Friday, 5:00 PM to 7:00 PM or Saturday/Sunday 10:00 AM – 4:00 PM*

Please note that consultations *are not* scheduled on Monday or Wednesday.

Note: See our [Products & Services Price List](#) and [Policies](#) for full details.



Personalized Consultations Unrelated to Licensure or Vendorization

Consultations Unrelated to Licensure or Vendorization can serve a variety of your needs. We have encountered many situations through our contacts with thousands 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.
- 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*.
- Setting up facility books to meet SDRC and/or licensing requirements.

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 ***By phone from any location***

Consultations Unrelated to Licensure or Vendorization **by phone** are available regardless of your location 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 half-hour. The fee from phone consultations is due at the beginning of the call.

BUSINESS HOURS

Price: \$100 *Tuesday, Thursday and Friday, 10:00 AM to 4:00 PM*

WEEKEND and EVENING HOURS

Price: \$125 *Tuesday, Thursday and Friday, 5:00 PM to 7:00 PM or Saturday/Sunday 10:00 AM – 4:00 PM*

Choice 2 ***In-person in San Diego only***

Consultations Unrelated to Licensure or Vendorization can be held **in-person** within 30 miles of our address for a minimum of 1-hour. After the first hour, you may purchase additional time at ½ hour increments at a cost of \$50 per half-hour. The fee for in-person consultations is due at the end of the meeting.

BUSINESS HOURS

Price: \$150 *Tuesday, Thursday and Friday, 10:00 AM to 4:00 PM*

WEEKEND and EVENING HOURS

Price: \$175 *Tuesday, Thursday and Friday, 5:00 PM to 7:00 PM or Saturday/Sunday 10:00 AM – 4:00 PM*



Choice 3 *Setting up facility books in San Diego only*

Consultations Unrelated to Licensure or Vendorization to help you set up your books to meet SDRC or licensing requirements. This can include resident records, staff records, daily data collection books, facility files, and a variety of other books. Choice 3 is only available within 20 miles of our business address and the meeting will last up to 3-hours.

BUSINESS HOURS

Price: \$300 *Tuesday, Thursday and Friday, 10:00 AM to 4:00 PM*

WEEKEND and EVENING HOURS

Price: \$400 *Tuesday, Thursday and Friday, 5:00 PM to 7:00 PM or Saturday/Sunday 10:00 AM – 4:00 PM*

Please note that consultations *are not* scheduled on Monday or Wednesday.

See our [*Products & Services Price List*](#) and [*Policies*](#) for full details.

The information provided during a *Personalized Consultations Related to Licensure or Vendorization* is based on knowledge gained during more than 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.



Facility Licensing

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 2,000 license applications for Adult Residential Facilities (Developmentally Disabled, mentally ill, veterans, Traumatic Brain Injured, etc.), Residential Care Facilities for the Elderly (RCFE's), Small Family Homes (SFH's) and others throughout California. We prepare applications every week, 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 and type of facility. 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*. Bundled options offer the best value.

The prices listed below are for up to 2 people. An extra \$100 will be added to your down payment for every additional person in your application.



ARF Bundle

The ARF Bundle includes a complete Part A and B license application, plus *your choice* of 1 plan of operation listed below.

Price: \$1,400

- ① Bedridden Plan
- ② Video Surveillance Plan
- ③ Hospice Waiver Request
- ④ Incontinence Plan of Operation
- ⑤ “Total Care” Plan of Operation

BUNDLE and SAVE

A discount of \$350 will be applied to the total cost if you chose both a Part A and Part B license application.

Part A Application	\$850
Part B Application	\$900
Bundled Discount	\$350

\$1,400

Choose the ARF Bundle and, in addition to your complimentary add-on, you may choose any of the others at a **20%** discount.

RCFE Bundle

The RCFE Bundle includes a complete Part A and B license application, plus *your choice* of 2 plans of operation listed below.

Price: \$1,600

- ① Bedridden Plan
- ② Video Surveillance Plan
- ③ Dementia Plan
- ④ Hospice Waiver Request

BUNDLE and SAVE

A discount of \$350 will be applied to the total cost if you chose both a Part A and Part B license application.

Part A Application	\$850
Part B Application	\$1,100
Bundled Discount	\$350

\$1,600

Choose the RCFE Bundle and, in addition to your 2 complimentary add-ons, you may choose any of the others at a **20%** discount.

SFH Bundle

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

Price: \$1,200

BUNDLE and SAVE

A discount of \$350 will be applied to the total cost if you chose both a Part A and Part B license application.

Part A Application	\$650
Part B Application	\$900
Bundled Discount	<u>\$350</u>
	\$1,200

Choose a SFH Bundle and include the following add-on at a 20% discount.

SFH's

Video Surveillance Plan
(Reg. \$150 – 20% = **\$120**)

Bundled Add-Ons

Choose an ARF, RCFE, or SFH Bundle and include any of the following add-ons at a 20% discount.

ARF's

Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

Video Surveillance Plan

(Reg. \$150 – 20% = **\$120**)

Hospice Waiver Request

(Reg. \$150 – 20% = **\$120**)

Incontinence Plan

(Reg. \$75 – 20% = **\$60**)

“Total Care” Plan

(Reg. \$275 – 20% = **\$220**)

RCFE's

Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

Video Surveillance Plan

(Reg. \$150 – 20% = **\$120**)

Dementia Plan

(Reg. \$275 – 20% = **\$220**)

Hospice Waiver Request

(Reg. \$150 – 20% = **\$120**)

SFH's

Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

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, 501, 999 (floor/yard plans), Board Resolutions (for corporations), and Operating Agreement Attachments (for LLC's).

Price: \$850

Part A Application Review

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

Price: \$175

Miscellaneous Completed Part A Forms

We can provide the following, completed, Part A forms. You will modify the form details (e.g., name of licensee, name of facility, etc.) yourself. If you need assistance personalizing the forms, the prices in **red** will apply.

LIC 610D, LIC 610E, LIC 610C - \$40 (**\$65**)

LIC 9282 - \$50 (**\$55**)

Some companies will package forms that are free and want to charge you for them. Per the [Department of Industrial Relations](#) website “In California, all employers must meet workplace posting obligations. Workplace postings are usually available at no cost from the requiring agency.” DO NOT PAY for items that are free, but that may be hard to find. Here are links to some forms your facility will need:

[Wage Order 5](#)

[Personal Rights ARF](#)

[Personal Rights RCFE](#)

[Personal Rights SFH](#)

[Let-US-Know](#) (See something, Say something licensing poster)

[California State and Federal Labor Law Posters 2025](#)

[Cal/OSHA Postings](#)

À la Carte License Applications (continued)

Some companies offer all the free labor law postings condensed into a single, large, laminated poster, but the prices vary wildly. We have found them for as little as [\\$13.99](#) simply by Googling [2025 Federal and California Employment Posters](#). If you use a payroll service, such as Paychex or ADP, these posters will typically be mailed to you as part of their service every year.

Basic Part B Application

A *Basic Part B Application* includes everything required by licensing, such as 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.).

SFH Price: \$900

ARF Price: \$900

RCFE Price: \$1,100

Choose a *Basic Part B Application* and include any of the following add-ons at a **20%** discount.

Please note the ARF Bundle includes one complimentary add-on, and the RCFE Bundle includes two.

ARF's

Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

Hospice Waiver Request

(Reg. \$150 – 20% = **\$120**)

Incontinence Plan

(Reg. \$75 – 20% = **\$60**)

“Total Care” Plan

(Reg. \$275 – 20% = **\$220**)

RCFE's

Bedridden Plan

(Reg. \$275 – 20% = **\$220**)

Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)

Dementia Plan

(Reg. \$275 – 20% = **\$220**)

Hospice Waiver Request

SFH's

Camera Monitoring Plan

(Reg. \$150 – 20% = **\$120**)



Download our questionnaire to get started



[Bundled License Application Questionnaire](#)

[Basic License Application Questionnaire](#)

Payment Terms

The *ARF Bundle*, *RCFE Bundle*, and *SFH Bundle* license applications, and à la carte *Basic Part B Application* require a down payment of half the total cost to begin. The other half is due when the job is complete and ready for delivery.

<i>Facility Type</i>	<i>Down Payment</i>	<i>Balance Payment</i>
ARF	\$700	\$700
RCFE	\$800	\$800
SFH	\$700	\$700

The *Part A Application* and *Part A Application Review* are **paid in full** in advance.

The cost of any additional 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 by mail 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 can provide an overview of any documentation provided to you, as needed.

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 later, 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.



Plans of Operation

Plan of Operation to Use **Video Surveillance**

Many Community Care Facilities (CCF) are installing video cameras. Using video surveillance in your facility can provide licensees, staff, and families with an added sense of safety and security. 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 applicable laws. 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:

- An addendum to your Plan of Operation and form for staff and residents to sign acknowledging the presence of cameras.

Price: \$150

Plan of Operation to Care for Clients with **Incontinence**

A licensee of an Adult Residential Facility (ARF) may accept or retain a client who has bowel and/or bladder incontinence. 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.

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

- An addendum to your Plan of Operation.

Price: \$100

The following optional documentation is also available:

- A sample incontinence care checklist and incontinence care instructions.

Price: \$50

In RCFE's, incontinence care is a Restricted Health Condition and that is not covered by this product. (Please see [RCFE Allowable, Restricted, and Prohibited Health Conditions](#) for details).

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

A licensee of an ARF 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.

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:

- An addendum to your Plan of Operation.

Price: \$275

The following optional documentation is also available:

- A sample "Total Care" checklist.

Price: \$50

Note: Clients who relies upon others to perform all Activities of Daily Living (ADL's) are prohibited in RCFE's.



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 (i.e., lasting more than 14-days).

Bedridden persons can be admitted or retained in an Adult Residential Facility (ARF) or 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 more than 14-days, including:

- A Bedridden Plan of Operation.

Price: \$275

The following optional documentation is also available:

- A sample Notification of Bedridden Status.
- A blank Physician's Statement for the physician to confirm bedridden status.

Price: \$50



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 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 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 can be obtained for ARF's and RCFE's and 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 Hospice Waiver Request.

Price: \$150

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 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

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 1,500 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. A Level 4 Program Design will also require sample documentation that you will obtain from your behavior or nurse consultant.

Program Designs

San Diego Regional Center (SDRC)

Level 2 Program Design	\$1,000
Level 3 Program Design	\$1,200
Level 4 Program Design	\$1,500

Central Valley Regional Center (CVRC), Frank D. Lanterman Regional Center (FDLRC), Golden Gate Regional Center (GGRC), North Bay Regional Center (NBRC), Regional Center of the East Bay (RCEB), and Westside Regional Center (WRC)

Level 2 Program Design	\$1,500
Level 3 Program Design	\$1,500
Level 4 Program Design	\$2,000

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.



Program Designs require a down payment of half the total price to begin, with the remaining half due when the document is complete and ready for delivery.

San Diego Regional Center (SDRC)

<i>Program Design Level</i>	<i>Down Payment</i>	<i>Balance Payment</i>
2	\$500	\$500
3	\$600	\$600
4	\$750	\$750

Central Valley Regional Center (CVRC), Frank D. Lanterman Regional Center (FDLRC), Golden Gate Regional Center (GGRC), North Bay Regional Center (NBRC), Regional Center of the East Bay (RCEB), and Westside Regional Center (WRC)

<i>Program Design Level</i>	<i>Down Payment</i>	<i>Balance Payment</i>
2	\$750	\$750
3	\$750	\$750
4	\$1,000	\$1,000

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 by mail using the details on our [Contact](#) page.

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

We cannot review any portion of a *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 Designs will be completed and sent by email or regular mail, as agreed on. All *Program Designs* delivered electronically will be in non-modifiable pdf format and *will not* be provided in a modifiable format (e.g., DOC, TXT). A mailed *Program Design* will require a \$25 processing fee.

Our *Program Designs* are **guaranteed**. RA Mears Consulting will make any revisions to *our work* required by the regional center for *initial* licensure without additional charge to you.



Other Regional Center Products and Services

Individual Service Plans (ISP's) and Data Collection Formats

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 the same as in the IPP, but it must be a step towards completion of it. For example, the IPP could state that the individual will bathe independently, and the corresponding ISP states that they will wash their 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 individual 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 individual regarding a targeted skill, or the current frequency and severity of a targeted behavior. This is the starting point of the plan.

A Measurable Objective: Describes what the individual is expected to achieve by the target date and is written in a way that anyone can see when the individual 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. All are in pdf format with fields that can be modified by you (e.g., facility name, individual name, task analyses, etc.).

We have developed ISP's on a wide range of objectives over the years, both skill and behavioral. We are willing to develop others for goals we do not have. The same ISP can be used and revised as long as the objective is in place.

Price: \$35 per goal

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. *Individual Service Plans and Data Collection Formats* delivered electronically will be in fillable pdf format and *will not* be provided in DOC or TXT. 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.
- (3) Consumer inoculation records and TB clearance.
- (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).
- (6) 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. The Face Sheet can be used for as long as the resident is with you and can be revised as many times as is necessary. Choose from four (4) unique Face Sheet styles using the links below.

Price: \$50

Choose from one of the following 4 styles:

[Artistic](#)

[Modern](#)

[Professional](#)

[Classic](#)

Face Sheets will be sent by email in pdf format with fields that can be modified by you (e.g., facility name, individual name, healthcare provider names, etc.). 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: \$2,000

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 \$1,000 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.



Requests 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: Please contact our office and provide us with the RFP guidelines for a quote.

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](#).



The above information is based on knowledge gained during more than 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.

Thank you!



Accepting for your security and convenience

