



When Do You Need Regional Center Vendorization?

Any person or entity wanting to receive reimbursement from a Regional Center for services rendered must become a “vendor” of that Regional Center by completing the process of “[vendorization](#).” This includes healthcare providers, therapists, day programs, and Community Care Facilities (CCF’s).

Per Title 17, “Vendor” means an applicant which has been given a vendor identification number and has completed the vendorization process. “Vendorization” means the process used to:

- Verify that an applicant meets all of the requirements and standards pursuant to Title 17, [Section 54310](#) of these regulations prior to the provision of services to consumers; and
- Assign vendor identification numbers, service codes and subcodes, for the purpose of identifying vendor expenditures in order to establish a recordkeeping and tracking system for regional centers' billing purposes.

Further, Title 17 states that all vendors shall:

- Be prohibited from transferring vendorization of their service to another person or entity;
- Provide access to regional center and/or Department staff, on an announced or unannounced basis;
- Maintain records of services provided to consumers in sufficient detail to verify delivery of the units of service billed: Such records shall be maintained for a minimum of five years from the date of final payment for the State fiscal year in which services were rendered or until audit findings have been resolved, whichever is longer.

CCF’s serving the Regional Center population are vendored to provide “Residential Services,” or the [direct supervision and special services](#) which facility staff provide to a consumer during the process of implementing the program design and achieving the objectives of the Individual Program Plan (IPP) for which the residential service provider is responsible.

If you want to open a CCF and receive reimbursement from a Regional Center for providing residential services to consumer(s) of that Regional Center, we recommend you:

- Determine the [Regional Center](#) that has jurisdiction over the area in which your proposed facility is located.
- Contact that Regional Center; specifically, the person that vendors new facilities. Introduce yourself and discuss your background, and any additional requirements required for vendorization. Ask what type, and level of CCF's are most needed in that Regional Center's catchment area.
- Obtain a vendorization packet, including a vendor application and Program Design guidelines for the level facility you will open.
- Obtain a license for a CCF serving the developmentally disabled population. This can be a children's facility (Small Family Home or Group Home), Adult Residential Facility, or Residential Care Facility for the Elderly.

Vendorization generally includes:

- Proof of licensure through Community Care Licensing Division (CCLD).
- Completing a vendor application.
- Verification of your background, experience, and qualifications.
- Purchasing liability insurance.
- Completion of the RSS/RSO course, behavioral training, or any other training or education required by the Regional Center, which may vary depending on the level of facility you want to open, your background, etc.

RA Mears Consulting can prepare a Regional Center Program Design for the following types of facilities:

- Adult Residential Facility (ARF-DD and ARF-MD).
- Residential Care Facilities for the Elderly (RCFE's).
- Small Family Homes (SFH's).
- Group Homes (GH's). *Please note that we do not prepare license applications for GH's.*

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

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

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.

THIS SUMMARY IS PROVIDED AS A MATTER OF INFORMATION AND EDUCATION ONLY. IT IS NOT INTENDED TO PROVIDE LEGAL ADVICE, LEGAL CONSULTATION, NOR INFORMATION TO ADDRESS SPECIFIC MATTERS YOU MAY CURRENTLY BE ADDRESSING. DO NOT TAKE ACTION IN SPECIFIC CASES WITHOUT FULL KNOWLEDGE OF THE FACTS. PLEASE VISIT THE [WEBSITE](#) OF THE REGIONAL CENTER YOU'RE INTERESTED IN WORKING WITH.