**Stanford Intellectual and Developmental Disabilities Law and Policy Project**

**Lanterman Transparency Tracker Scoring Rulebook**

**February 2020**

The Lanterman Transparency Tracker, an interactive tool that allows users to track DDS’s and RCs’ compliance with online disclosures can be found here: <https://law.stanford.edu/siddlapp/lanterman-transparency-tracker/>. The comprehensive spreadsheet containing the ratings as well as various pieces of information about the various statutory requirements can be downloaded here: <https://law.stanford.edu/master-spreadsheet-of-dds-rc-web-disclosure-compliance-2019/>.

**General rule for determining what qualifies as an individual requirement:**

For the purposes of this analysis, “requirement” is understood as a rule outlined in the Lanterman Developmental Services Act (Lanterman Act) and related laws that requires either the Department of Developmental Services (DDS) or regional centers (RCs) to publish information on their internet websites. In the California Welfare and Institutions Code (WIC), each statutory section has subdivisions, which then have paragraphs. When writing 4519.5(h)(6), for example, 4519.5 therefore refers to the WIC section, (h) refers to the subdivision, and (6) refers to the paragraph. For the purposes of our analysis, we treat each paragraph with a requirement, as defined above, as its own individual requirement. If a subdivision has a requirement but no paragraphs, we treat this subdivision as its own requirement as well. For each individual requirement, we then rate the RC’s and/or DDS. The only exception to this rule is:

* WIC sections 4519.5(c) and 4519.5(d) require RCs and DDS to publish data that is collected pursuant to section 4519.5(a)(1)-(6) and 4519.5(b). Instead of addressing each paragraph of section 4519.5(a) individually, we treat section 4519.5(a)(1)-(5) as a single requirement. This is because paragraphs (1)-(5) refer to different disaggregations of the same data.

Finally, even if DDS and RCs are required to disclose information by the same subdivision or paragraph, we split them up for the purposes of our analysis. Because of this, two statutes (4519.5(f)(2) and 4679(e), respectively) are included in both the DDS and RCs lists of requirements below.

**How we rated DDS and the RCs:**

We use a three-tiered compliance scale. We label DDS or the RC as being in “high” compliance with the requirement if the entity 1) meets *all* components of the requirement and 2) do so at the required frequency, starting with the date detailed by the statute (i.e. for *all* required time periods). “Component” here refers to a piece of information required by the transparency requirement. This changes by requirement, but it can refer to a document, a statistic, or a figure. Conversely, we label DDS or the RC as being in “low” compliance with the requirement if they do not meet *any* of the components of the requirement for *any* required time period. Finally, we label DDS or the RC as being in “medium” compliance with the requirement if they either 1) don’t comply with *all* components of the requirement but comply with some or 2) don’t totally comply with the required frequency or start date, but still report information for someof the required timeframe. Though this rule holds generally, we provide more granular, requirement-specific information about how we rated DDS or the RCs throughout the document below.

To rate the entities on their compliance, two successive pairs of recent college graduates, all of whom were employed as full-time research fellows at Stanford Law School, spent at least 15 minutes apiece attempting to locate the required information on the reporting entity’s website. The first pair of research fellows conducted their review between August 1st and August 21st, 2018, and the second pair conducted a follow-up review between July 15th and August 27th, 2019, to update and verify their predecessors’ initial determinations. It is important to note that between this review and the time of this writing, RCs’ levels of compliance may have changed. DDS, on the other hand, dramatically restructured its website in late December, 2019. To account for potential changes in compliance, the second pair of research fellows conducted a final review of DDS's compliance between January 2, 2020 and January 14, 2020. In all three of the reviews, if neither member of a given pair could find the information they sought within this time period, they concluded that it was either nonexistent, or sufficiently well-hidden that most stakeholders would likewise be unable to find it.

## **DDS Requirements:**

## Requirement 1: Instances of physical restraint

* Statute: [WIC §4436.5(c)(1)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4436.5.&lawCode=WIC)
* Document(s) Used: DDS restraint data
* Took Effect: January 1, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: First 2016 quarter (January-March)
* Latest Required Time Span: Most recent 2019 quarter (October-December)
* Frequency: Quarterly

## Requirement 2: Instances of chemical restraint

* Statute: [WIC §4436.5(c)(2)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4436.5.&lawCode=WIC)
* Document(s) Used: DDS restraint data
* Took Effect: January 1, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: First 2016 quarter (January-March)
* Latest Required Time Span: Most recent 2019 quarter (October-December)
* Frequency: Quarterly

## Requirement 3: Estimated DC budgets

* Statute: [WIC §4437(a)(1)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4437.&lawCode=WIC)
* Document(s) Used: Yearly DC budget estimates compiled by DDS
* Took Effect: June 27, 2016
* First reporting required by statute: February 1, 2017
* Earliest Required Time Span: Estimates for FY 2017-2018, published before February 2017
* Latest Required Time Span: Estimates for FY 2019-2020, published before February 2019
* Frequency: Annually

## Requirement 4: Supplemental budgets by RC

* Statute: [WIC §4437(a)(2)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4437.&lawCode=WIC)
* Document(s) Used: Yearly supplemental budget reports compiled by DDS
* Took Effect: June 27, 2016
* First reporting required by statute: February 1, 2017
* Earliest Required Time Span: Information for FY 2017-2018 budget, published before February 2017
* Latest Required Time Span: Information for FY 2019-2020 budget, published before February 2019
* Frequency: Annually
* Note(s): The supplemental budget information must be disaggregated by RC

## Requirement 5: Plans to close DS(s)

* Statute: [WIC §4474.11(a)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4474.11.&lawCode=WIC)
* Document(s) Used: DDS plan to close Sonoma Developmental Center
* Took Effect: June 24, 2015
* First reporting required by statute: October 1, 2015
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: We require the plan be currently available and dated October 1, 2015 or earlier
* Note(s): DDS released the plan to close the Sonoma Development Center by the deadline and released plans for other developmental centers in 2016.

## Requirement 6: Residential capacity by RC

* Statute: [WIC §4474.15(b)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4474.15.&lawCode=WIC)
* Document(s) Used: Residential capacity reports
* Took Effect: June 27, 2016
* First reporting required by statute: Not specified in statute, but DDS has reports from November 2016
* Earliest Required Time Span: November 2016
* Latest Required Time Span: October 2019
	+ Rationale: We allow a three month buffer, as it may take DDS time to compile the data.
* Frequency: Monthly

## Requirement 7: POS demographic breakdown

* Statute: [WIC §4519.5(d) requiring information from WIC §4519.5(a)(1)-(5)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: POS data, disaggregated by various demographic features
* Took Effect: June 27, 2012 for section 4519.5(a)(1)-(4); December 31, 2015 for section 4519.5(a)(5); June 27, 2012 for section 4519.5(d)
* First reporting required by statute: March 31, 2013 for information from section 4519.5(a)(1)-(4); December 31, 2015 for information from section 4519.5(a)(5)
* Earliest Required Time Span: FY 2011-2012 for information from section 4519.5(a)(1)-(4); FY 2014-2015 for information from section 4519.5(a)(5)
	+ Rationale: Given that the RCs must report beginning in FY 2011-2012 (explained in previous requirement), we require that DDS make reports available on its website or link to RC reports for the same period.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually
* Note(s): The statute calls for DDS to publish the data on “a statewide basis,” which we interpret as requiring aggregate state data.

## Requirement 8: Rare language IPP requests

* Statute: [WIC §4519.5(d) requiring information from WIC §4519.5(a)(6)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: Number of instances when the written copy of the individual program plan was provided in a non-threshold language at the request of a consumer
* Took Effect: June 27, 2012 for section 4519.5(d); June 24, 2015 for section 4519.5(a)(6)
* First reporting required by statute: December 31, 2015
* Earliest Required Time Span: FY 2014-2015
	+ Rationale: Given that the RCs must report beginning by December 31, 2015 (explained in previous requirement), we require that DDS make reports available on its website or link to RC reports for the same period.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually
* Note(s): The statute calls for DDS to publish the data on “a statewide basis,” which we interpret as requiring aggregate state data.

## Requirement 9: Demographics of consumers w/o POS

* Statute: [WIC §4519.5(d) requiring information from WIC §4519.5(b)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: POS data, disaggregated by various demographic features
* Took Effect: June 27, 2012 for section 4519.5(b); June 27, 2012 for section 4519.5(c)
* First reporting required by statute: March 31, 2013
* Earliest Required Time Span: FY 2011-2012
	+ Rationale: Given the RCs must report beginning FY 2011-2012 (explained in previous requirement), we require that DDS make reports available on its website for the same period.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually
* Note(s): The statute calls for DDS to publish the data on “a statewide basis,” which we interpret as requiring aggregate state data.

## Requirement 10: POS disparities meeting reports

* Statute: [WIC §4519.5(f)(2)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: RC reports or letters to DDS regarding public meetings that address potential disparities in annual POS data
* Took Effect: January 1, 2015
* First reporting required by statute: August 31, 2015
* Earliest Required Time Span: A published report/letter by August 31, 2015
	+ Rationale: Because we are not concerned with the schedule of meetings, but rather the publishing of the meeting information, we require the DDS to publish information, by RC, by the date listed by the statute. Note that the RC could have published information regarding meetings that addressed either FY 2013-2014 or FY 2014-2015 POS data. For a more detailed description on how we rated RCs on the requirement to publish disparity meeting reports, see RC requirement 4 below.
* Latest Required Time Span: FY 2017-2018 (i.e. meetings pertaining to FY 2017-2018 data)
* Frequency: Annually
* Note(s): We do not require the inclusion of formal, explicitly demarcated meeting minutes for compliance with this requirement. Instead, we count RCs as compliant with the meeting the minutes component of this requirement if they provide information or general indication about the outline of the meeting.

## Requirement 11: Disparities grant information

* Statute: [WIC §4519.5(h)(6)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: DDS website listing the structure for the grant program, invitations for funding requests, lists of grant recipients, evaluation of prior grants
* Took Effect: June 27, 2017
* First reporting required by statute: January 1, 2018
* Earliest Required Time Span: Grants awarded in FY 2016-2017
	+ Rationale: FY 2016-2017 was the last full fiscal year before the reporting requirement.
* Latest Required Time Span: Grants awarded in FY 2018-2019
* Frequency: Annually
* Note(s): The statute only requires DDS to publish program evaluations if “the information is available.” Because we do not know the availability of the evaluations, we do not require the department to post this information.

## Requirement 12: Quality and access measures (on DDS Performance Dashboard)

* Statute: [WIC §4572(a)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4572.&lawCode=WIC)
* Document(s) Used: National Core Indicator (NCI) Adult In-Person Survey (AIPS) results, on DDS Performance Dashboard
* Took Effect: June 27, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: FY 2017-18
	+ Rationale: This was the most recent NCI Adult In-Person Survey and has results available on the NCI website.
* Latest Required Time Span: FY 2017-18
* Frequency: Must have up to date (FY 2017-18) information currently available. If DDS has old versions of the data, we give a “medium” rating.

## Requirement 13: HCBS compliance measures (on DDS Performance Dashboard)

* Statute: [WIC §4572(b)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4572.&lawCode=WIC)
* Document(s) Used: Measures for HCBS compliance DDS Performance Dashboard
* Took Effect: June 27, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: 2018
	+ Rationale: We require the Performance Dashboard to be up to date (not comprehensive) for this requirement and therefore only require reporting for 2018. It may take DDS time to compile the information, so we do not yet require 2019 information.
* Latest Required Time Span: 2018
* Frequency: Must have recent 2018 information currently available
* Note(s): Prior to DDS’s website restructuring, the Performance Dashboard included a tab for HCBS Waiver compliance that did not contain any information. Following the restructuring, the Performance Dashboard does not include a tab for HCBS Waiver compliance.

## Requirement 14: Integrated employment trends (on DDS Performance Dashboard)

* Statute: [WIC §4572(c)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4572.&lawCode=WIC)
* Document(s) Used: Data on employment and wages, by RC, on Performance Dashboard
* Took Effect: June 27, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: 2018
	+ Rationale: We require the Performance Dashboard to be up to date (not comprehensive) for this requirement and therefore only require reporting for 2018. It may take DDS time to compile the information, so we do not yet require 2019 information.
* Latest Required Time Span: 2018
* Frequency: Must have up to date (2018) information currently available
* Note(s): DDS’s employment panel on the Performance Dashboard includes information for each RC about average wages and percentage of consumers employed. In lieu of a precise definition of competitive integrated employment in the statute, we count this as being in full compliance with the content (not frequency and timeliness) requirements the statute.

## Requirement 15: 4731 Complaints rate by RC (on DDS Performance Dashboard)

* Statute: [WIC §4572(d)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4572.&lawCode=WIC)
* Document(s) Used: Number of complaints referred to the department pursuant to subdivision (c) of section 4731, for every 1,000 consumers served, by each RC, on DDS Performance Dashboard
* Took Effect: June 27, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: FY 2015-16
	+ Rationale: In December 2019, DDS dramatically changed its website. We originally rated DDS according to the previous Performance Dashboard contents, which included FY 2015-16 data on 4731 Complaints. We therefore require its current Performance Dashboard to include the same range of data.
* Latest Required Time Span: FY 2018-19
	+ DDS has sent us, in response to various CPRA requests, data on 4731 Complaints, many of which were filed in FY 2018-19. We therefore know that this information is available and require it to be published on its Performance Dashboard.
* Frequency: Because the previous version of the DDS website included annual data on its Performance Dashboard, we require the same on its new website.

## Requirement 16: Fair hearing rate by RC (on DDS Performance Dashboard)

* Statute: [WIC §4572(e)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4572.&lawCode=WIC)
* Document(s) Used: [Number of fair hearings held for every one thousand consumers served, by each RC, on DDS Performance](https://www.dds.ca.gov/RCOversight/FairHearing.cfm) Dashboard
* Took Effect: June 27, 2016
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: FY 2015-16
	+ Rationale: In December 2019, DDS dramatically changed its website. We originally rated DDS according to the previous Performance Dashboard contents, which included FY 2015-16 data on 4731 Complaints. We therefore require its current Performance Dashboard to include the same range of data.
* Latest Required Time Span: FY 2018-19
	+ DDS has sent us, in response to various CPRA requests, data fair hearings, many of which were adjudicated in FY 2018-19. We therefore know that this information is available and require it to be published on its Performance Dashboard.
* Frequency: Because the previous version of the DDS website included annual data on its Performance Dashboard, we require the same on its new website.

## Requirement 17: Links to RC disclosures (on DDS Transparency Portal)

* Statute: WIC §4629.5(c)(1)
* Document(s) Used: RC links Transparency Portal
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Links to all RC website information must be currently available, and the webpages linked to *must* have the required disclosures. This means that if any RC failed to disclose the information required by WIC §4629.5(b)(1)-(15) (all of which we rated RCs on), we rate DDS as being in “medium” compliance.

## Requirement 18: Biannual DDS audits (on DDS Transparency Portal)

* Statute: WIC §4629.5(c)(2)
* Document(s) Used: DDS audits on Transparency Portal
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: Earliest DDS audit available on RC websites dated after March 24, 2011.
* Latest Required Time Span: Latest audit available on RC websites
* Frequency: Every audit available on RC websites dated after the March 24, 2011 (the frequency of these documents is irregular)
* Note(s): Because the Welfare and Institutions Code requires both DDS and RCs to publish the biannual DDS audits, per WIC sections 4629.5(b)(2) and 4629.5(c)(2) respectively, we therefore cross-check DDS’s list of audits with the lists provided by RCs to verify the Portal’s comprehensiveness.

## Requirement 19: Vendor audits (on DDS Transparency Portal)

* Statute: WIC §4629.5(c)(3)
* Document(s) Used: Vendor audits on Transparency Portal
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: FY 2011-12
* Latest Required Time Span: FY 2018-19
* Frequency: Every vendor audit
* Note(s): DDS’s interpretation of the statute appears to be that it must publish the results of all audits that it is authorized to conduct through WIC § 4648.1(a). DDS completed an average of over five audits per year from 2002 to 2016, but has not published reports for any audits completed after 2016. We therefore rate DDS is being in “medium” compliance for this statute.

## Requirement 20: Biannual HCBS Waiver reviews (on DDS Transparency Portal)

* Statute: WIC §4629.5(c)(4)
* Document(s) Used: HCBS Waiver reviews on Transparency Portal
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: Earliest HCBS Waiver reviews on RC websites dated after March 24, 2011
* Latest Required Time Span: Latest reviews available on RC websites
* Frequency: Every review available on RC websites dated after March 24, 2011 (the frequency of these documents is irregular)
* Note(s): Because the Welfare and Institutions Code requires both DDS and RCs to post HCBS Waiver reviews per [WIC sections 4629.5(b)(10)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC) and [4629.5(c)(4)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC) respectively, we therefore cross-check DDS’s list of HCBS reviews with the lists provided by RCs to verify whether or not the Portal is comprehensive. More concretely, if DDS has some audits but is missing an audit that is available on an RC website, then we rate DDS as being in “medium” compliance with the statute.

## Requirement 21: Biannual Targeted Case Management and Federal Nursing Home Reform Program reviews (on DDS Transparency Portal)

* Statute: WIC §4629.5(c)(5)
* Document(s) Used: Biannual Targeted Case Management and Federal Nursing Home Program reviews on Transparency Portal
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: FY 2011, 2012, or 2013
	+ Rationale: We require DDS to post the earliest audit completed after March 24, 2011, for each RC. Because each RC is on a different two-year review calendar, we assume that the earliest audit could have been conducted in 2011, 2012, or 2013, and therefore require a report for one of those years for each RC.
* Latest Required Time Span: 2018, 2019, or 2020
	+ Rationale: We require DDS to post the most recent review for each RC. Because each RC is on a different two-year review calendar, we assume that a RC’s most recent audit could have been conducted in 2018, 2019, or 2020, and therefore require a report for one of those years for each RC.
* Frequency: Biannual
* Note(s): If a hyperlink to a report is broken, we consider that report to be unavailable and therefore rate DDS as being in “medium” compliance with the statute.

## Requirement 22: Early Start Program reviews (on DDS Transparency Portal)

* Statute: WIC §4629.5(c)(6)
* Document(s) Used: DDS provides four sets of reports ([here](https://www.dds.ca.gov/transparency/monitoring-reports/)) on its Transparency Portal: (1) Early Start Part C Annual Performance Reports; (2) Office of Special Education Programs Determination on the Early Start Annual Performance Report; (3) Early Start Local Performance Materials; (4) Early Start Regional Monitoring Reports.
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: Reports related to FY 2010-2011 data for report types (1)-(3); undetermined for report type (4).
	+ Rationale: We do not require DDS to publish these reports retroactively and therefore only require information related to FY 2010-2011 for report types (1)-(3). This is the year in which the requirement came into effect, and DDS made these data available on its original (now archived) website. Reports of type (4) are RC-specific and appear to be published on varying timelines. Furthermore, only one review is available for each RC, and for these reasons, we cannot determine the required reporting frequency, earliest required time span, or latest required time span.
* Latest Required Time Span: Reports related to FY 2016-17 for report types (1)-(3); undetermined for report type (4).
	+ Report types (1)-(3) are published annually and describe performance for the fiscal year one or two years prior (e.g. reports published in FY 2018-19 describe either FY 2016-17 or FY 2017-18). Because FY 2018-19 is the most recently completed fiscal year, we therefore require reports relating to performance in FY 2016-17. As mentioned above, we are unable to determine frequency, earliest required time span, or latest required time span for report type (4).
* Frequency: Annual for types (1)-(3); undetermined for report type (4).

## Requirement 23: RC Performance Contracts and Year-End Reports (on DDS Transparency Portal)

* Statute: [WIC §4629.5(c)(7)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Annual Performance Contracts and Year-End Reports on Transparency Portal
* Took Effect: March 24, 2011
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: 2012 Performance Contracts, 2011 Year-End Reports
	+ Rationale: Performance Contracts are written prior to the start of the contract year (i.e. 2012 Performance Contracts are written in 2011) while Year-End Reports are compiled in the spring after the contract year (i.e. 2011 Year-End Reports were compiled in spring of 2012). Given that the statute does not specify a strict publication date is specified, we require that DDS have available the first Performance Contract that was written and first Year-End Report that was compiled after the statute took effect.
* Latest Required Time Span: 2019 Performance Contracts, 2018 Year-End Reports
	+ Rationale: Because Performance Contracts are written prior to the contract year, RCs should have published a 2019 Performance Contract before January 2019. Similarly, 2018 Year-End Reports should have been published by early 2019.
* Frequency: Annually

## Requirement 24: List of services by RC

* Statute: [WIC §4629.5(d)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: List of services purchased by RCs or provided directly to consumers by RCs and a brief description of those services
* Took Effect: January 1, 2018
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have link currently available

## Requirement 25: Budget and expenditures by RC

* Statute: [WIC §4631(c)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4631.&lawCode=WIC)
* Document(s) Used: RC and developmental centers estimates
* Took Effect: August 19, 1998
* First reporting required by statute: December 1, 1998 (annual reporting date changed to February 28 in subsequent legislation)
* Earliest Required Time Span: FY 1997-1998
	+ Rationale: FY 1997-1998 was the last full fiscal year before the reporting requirement.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually
* Note(s): Section 4631 requires that “the report(s) shall include each regional center’s budget,” and we therefore require DDS to disaggregate budget information by RC accordingly

## Requirement 26: Work incentive program information

* Statute: [WIC §4639.75(a)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4639.75.&lawCode=WIC)
* Document(s) Used: Information for consumers on DDS’s website related to employment and employment opportunities
* Took Effect: January 1, 2007
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have information currently available

## Requirement 27: Vendor audit compliance (on DDS Performance Dashboard)

* Statute: [WIC §4652.5(d)(2)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4652.5.&lawCode=WIC)
* Document(s) Used: Vendor compliance data, by RC, on Performance Dashboard
* Took Effect: January 1, 2017
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: 2018
	+ Rationale: We require the DDS Performance Dashboard to be up to date (not comprehensive) for this requirement and therefore only require reporting for 2018.
* Latest Required Time Span: N/A
* Frequency: Must have up to date (2018) information currently available
* Note(s): At the time of our secondary review of DDS’s compliance with disclosure requirements (after DDS updated its website), DDS labels RCs as having met or “partially met” vendor audit requirements. Because DDS does not define “partially met,” we have no way of knowing whether it means that all vendors are at least partially compliant or that some vendors are actually non-compliant, and the information is therefore too vague to be helpful to consumers. For this reason, we rate DDS as “medium.”

## Requirement 28: Links to community resource development proposals

* Statute: [WIC §4679(e)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4679.&lawCode=WIC)
* Document(s) Used: Any links to approved community resource development plan (CRDP) project proposals or community placement plan (CPP) project proposals, which we did not find on the Department’s website
* Took Effect: June 27, 2017
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: Any community resource development plan funds for a “high” compliance rating, or community placement plan funds for a “medium” compliance rating, listed for any time following the passage of the statute
* Latest Required Time Span: N/A
* Frequency: For each approved project proposal
* Note(s): For a more detailed description of the relationship between CRDP and CPP funds, and how RCs performed in publishing their respective approved proposals, see RC requirement 23 below.

## Requirement 29: Supported living services (SLS) questionnaire

* Statute: [WIC §4689(p)(1)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4689.&lawCode=WIC)
* Document(s) Used: Standardized SLS questionnaire
* Took effect: June 27, 2012
* First reporting required by statute: June 30, 2012
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have questionnaire currently available

## Requirement 30: Family Cost Participation Program

* Statute: [WIC §4783(i)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4783.&lawCode=WIC)
* Document(s) Used: Forms and documents necessary to administer the Family Cost Participation Plan
* Took Effect: August 16, 2004
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have information currently available

## **RC Requirements:**

## Requirement 1: POS demographic breakdown

* Statute: [WIC §4519.5(c) requiring information from WIC §4519.5(a)(1)-(5)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: POS data, disaggregated by various demographic features
* Took Effect: June 27, 2012 for section 4519.5(a)(1)-(4); December 31, 2015 for section 4519.5(a)(5); June 27, 2012 for section 4519.5(c)
* First reporting required by statute: March 31, 2013 for information from section 4519.5(a)(1)-(4); December 31, 2015 for information from section 4519.5(a)(5)
* Earliest Required Time Span: FY 2011-2012 for information from section 4519.5(a)(1)-(4); FY 2014-2015 for information from section 4519.5(a)(5)
	+ Rationale: If the RC’s first report pursuant to section 4519.5(a)(1)-(4) was for FY 2012-2013 (i.e. July 2012-June 2013), then the RC would not have been able to post the report by the March 31 deadline. Therefore, the first report had to be for the previous fiscal year.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually

## Requirement 2: Rare language IPP requests

* Statute: [WIC §4519.5(c) requiring information from WIC §4519.5(a)(6)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: Number of instances when the written copy of the individual program plan was provided in a non-threshold language at the request of a consumer
* Took Effect: June 27, 2012 for section 4519.5(c); June 24, 2015 for section 4519.5(a)(6)
* First reporting required by statute: December 31, 2015
* Earliest Required Time Span: FY 2014-2015
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually

## Requirement 3: Demographics of consumers w/o POS

* Statute: [WIC §4519.5(c) requiring information from WIC §4519.5(b)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: POS data, disaggregated by various demographic features
* Took Effect: June 27, 2012
* First reporting required by statute: March 31, 2013
* Earliest Required Time Span: FY 2011-2012
	+ Rationale: If the RC’s first report pursuant to section 4519.5(b) was for FY 2012-2013 (i.e. July 2012-June 2013), then the RC would not have been able to post the report by the March 31 deadline. Therefore, the first report had to be for the previous fiscal year.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually

## Requirement 4: POS disparities meeting reports

* Statute: [WIC §4519.5(f)(2)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4519.5.&lawCode=WIC)
* Document(s) Used: RC reports or letters to DDS regarding public meetings that address potential disparities in annual POS data
* Took Effect: January 1, 2015
* First reporting required by statute: August 31, 2015
* Earliest Required Time Span: A published report/letter by August 31, 2015
	+ Rationale: Because we are not concerned with the schedule of meetings, but rather the publishing of the meeting information, we require the RC to publish information by the date listed by the statute. The RC could have therefore published information regarding meetings that addressed either FY 2013-2014 or FY 2014-2015 POS data.
* Latest Required Time Span: FY 2017-2018 (i.e. meetings pertaining to FY 2017-2018 data)
* Frequency: Annually
* Note(s): We do not require the inclusion of formal, explicitly demarcated meeting minutes for compliance with this requirement. Instead, we count RCs as compliant with the meeting the minutes component of this requirement if they provide information or general indication about the outline of the meeting.

## Requirement 5: Training for board members

* Statute: [WIC §4622(g)(3)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4622.&lawCode=WIC)
* Document(s) Used: RC website information on training and support for board members
* Took Effect: January 1, 2014
* First reporting required by statute: Not specified in statute
* Earliest required timespan: N/A
* Latest Required Time Span: N/A
* Frequency: Must have information currently available
* Note(s): This statute does not have specific language on required reporting frequency or the type of reporting necessary. We count the RCs as being in “high” compliance if they provide specific information about what training entails; “medium” compliance if they mention training, but offer no specific information about training content, either in their board bylaws or elsewhere; and “low” compliance if they do not meet the qualifications for “high” or “medium” compliance.

## Requirement 6: Annual independent audits

* Statute: [WIC §4629.5(b)(1)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Independent financial audits
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: FY 2010-2011
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually

## Requirement 7: Biannual DDS audits

* Statute: [WIC §4629.5(b)(2)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Biannual DDS audits
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: Any audit listed on the [DDS webpage](https://www3.dds.ca.gov/Transparency/RCBiannualFiscalAudits.cfm) that begins with FY 2009-2010 or later
* Latest Required Time Span: Latest audit on the DDS webpage
* Frequency: Every document listed on the DDS webpage dated after the implementation of the statute
* Note(s): The RC must publish all audits listed on the DDS website, hyperlinked above, for FY 2009-2010 and after.

## Requirement 8: Contract awards

* Statute: [WIC §4629.5(b)(4)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Contracts awarded with recipient, purpose, and amount
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: FY 2011-2012
	+ Rationale: The statute went into effect prior to the start of FY 2011-2012. This earliest required time span therefore requires RCs to post all contracts awarded after the statute went into effect. We choose this cutoff due to uncertainty about the ability of RCs to retrieve contract data for contracts awarded prior to the statute.
* Latest Required Time Span: FY 2017-2018
	+ Rationale: Most RCs have multiple new contracts per year. We therefore require any contract documentation for the 2017-2018 year for full compliance.
* Frequency: Annually
* Note(s):
	+ Some RCs only include contracts awarded for over $250,000. This amount cutoff is not specified in the statute, so we do not give these RCs a “high” compliance rating.
	+ Most, but not all, RCs report contracts awarded in a given fiscal year. For RCs that do not aggregate in this manner, we list the year of their first reported contract and their last reported contract.

## Requirement 9: Service policies

* Statute: [WIC §4629.5(b)(5)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Purchase of service policies
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have policy/policies currently available
* Note(s):
	+ As of June 27, 2018, RC POS policies for respite services must include “any procedures and assessment tools used by the regional center to determine the level of [respite] services needed by each consumer” as per [WIC section 4690.2(c)](https://advance.lexis.com/search/?pdmfid=1000516&crid=300c7a31-a8ba-4698-b5cf-aea1cf1fcd30&pdsearchterms=Cal+Wel+%26+Inst+Code+%C2%A7+4690.2&pdstartin=hlct%3A1%3A2&pdtypeofsearch=searchboxclick&pdsearchtype=SearchBox&pdqttype=and&pdpsf=hlct%3A1%3A2&pdquerytemplateid=&ecomp=b3s9k&earg=pdpsf&prid=fcff6687-bdd8-4ed9-896c-fc2ffb8e2e74). We use this requirement when evaluating compliance.
	+ This statute was amended by [SB 81](https://advance.lexis.com/document/midlinetitle/?pdmfid=1000516&crid=d8cd7d7b-3669-44bd-a792-0e57bdd52557&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A5WB6-8GC0-012C-S22B-00000-00&pdcomponentid=7494&ecomp=x7xfk&earg=sr1&prid=f4525783-5eb3-484c-a8bf-692145436133) (enacted June 27, 2019) and now includes a requirement to report “any other policies, guidelines, or regional center-developed assessment tools used to determine the transportation, personal assistant, or independent or supported living service needs of a consumer.”

## Requirement 10: Service vendor information

* Statute: [WIC §4629.5(b)(6)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Vendor directories
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have a functional vendor directory currently available

## Requirement 11: Board meeting minutes and agendas

* Statute: [WIC §4629.5(b)(7)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Board meeting and board committee meeting agendas and minutes
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: 2011
* Latest Required Time Span: 2019 (two meeting grace period)
* Frequency: Each meeting
* Note(s):
	+ Agenda and minutes must both be present for all board and board committee meetings, either consolidated or separately.
	+ We allow a two meeting grace period (from the time of this rating, completed in August, 2019) for both board and board committee meetings. For example, if the RC is missing agendas and minutes for the two most recent meetings but is compliant for all previous meetings, then we count them as being in full compliance.

## Requirement 12: Board bylaws

* Statute: [WIC §4629.5(b)(8)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Board bylaws
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have bylaws currently available

## Requirement 13: Annual Performance Contracts and Year-End Reports

* Statute: [WIC §4629.5(b)(9)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Performance Contracts and Year-End Reports
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: 2012 Performance Contracts, 2011 Year-End Reports
	+ Rationale: Performance Contracts are written prior to the start of the contract year (i.e. 2012 Performance Contracts are written in 2011) while Year-End Reports are compiled in the spring after the contract year (i.e. 2011 Year-End Reports are compiled in spring of 2012). Given that the statute does not specify a strict publication date is specified, we require that DDS have available the first Performance Contract that was written and first Year-End Report that was compiled after the statute took effect.
* Latest Required Time Span: 2019 Performance Contracts, 2018 Year-End Reports
	+ Rationale: Because Performance Contracts are written prior to the contract year, RCs centers should have published a 2019 Performance Contract before January 2019. Similarly, 2018 Year-End Reports are to have been published by early 2019.
* Frequency: Annually
* Note(s): Many RCs publish documents called performance “plans.” We consider these to count as the required Performance Contract documents.

## Requirement 14: Biannual HCBS Waiver reviews

* Statute: [WIC §4629.5(b)(10)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: HCBS Waiver Program reviews/reports/audits
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: Any audit listed on DDS’s (now archived following the Department’s website restructuring) [audit page](https://www3.dds.ca.gov/Transparency/RCWaiver_TCMReview.cfm) dated after the implementation of the statute
	+ Rationale: Though the DDS webpage is not comprehensive (there are audits found on RC websites that are not included), we know that the audits that it lists exist and must therefore be posted.
* Latest Required Time Span: Latest audit on the DDS webpage
* Frequency: Every document listed on the DDS webpage dated after the implementation of the statute (the frequency of these documents is irregular)

## Requirement 15: Transparency/public information policy

* Statute: [WIC §4629.5(b)(11)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Transparency and public information policies
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have policy/policies currently available

## Requirement 16: Conflict of interest policy

* Statute: [WIC §4629.5(b)(12)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Conflict of interest policies
* Took Effect: March 24, 2011
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have policy/policies currently available
* Note(s): At the time of this rating, completed in August, 2019, some RCs’ conflict of interest policy hyperlinks link to conflict of interest reporting forms. Because the forms include information about conflict of interest expectations and rules, we count these RCs as fully compliant.

## Requirement 17: Link to DDS purchased services

* Statute: [WIC §4629.5(b)(14)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Link to DDS webpage about services provided by RCs or PDF document with similar information
* Took Effect: January 1, 2018
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have link currently available
* Note(s): At the time of this rating, completed in August, 2019, there was a [DDS webpage](https://www3.dds.ca.gov/rc/RCSvs.cfm) that lists services provided by RCs *without descriptions of the services.* If the RC only provided a link to that webpage, then we rated it as being in “medium” compliance. Alternatively, there was a [DDS document](https://www3.dds.ca.gov/RC/docs/RC_ServicesDescriptions.pdf) that lists services *and* brief descriptions of these services. If the RC provided a link to that document, as many do, then we rated it as being in “high” compliance.

## Requirement 18: Managerial salaries and benefits

* Statute: [WIC §4629.5(b)(15)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC)
* Document(s) Used: Reports on personnel salaries, wages, and benefits for managerial positions
* Took Effect: January 1, 2019
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: We require the RCs to have posted the information within the past year at the time of this rating, completed in August, 2019 (July 2018-July 2019)
* Latest Required Time Span: N/A
* Frequency: Must have information currently available
* Note(s): Many RCs have a specific document that reports personnel salaries, wages, and benefits for managerial positions. We rate these RCs as being in “high” compliance. If the RCs do not have this report, but have a salary schedule from 2018 or 2019 *and* a page elsewhere on their website that lists benefits offered to employees, then we rate the RCs as being in “medium” compliance. If they have neither the specific report, nor the two documents required for a “medium” rating, then we rate the RCs as being in “low” compliance.

## Requirement 19: Salary schedules

* Statute: [WIC §4629.5(b)(3)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC) requiring information from [WIC §4639.5(a)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4639.5.&lawCode=WIC)
* Document(s) Used: Personnel salary schedules
* Took Effect: March 24, 2011 for section 4629.5(b)(3); July 7, 2000 for section 4639.5(a)
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: 2011
* Latest Required Time Span: 2018
* Frequency: Annually

## Requirement 20: Administrative expenditures

* Statute: [WIC §4629.5(b)(3)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC) requiring information from [WIC §4639.5(b)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4639.5.&lawCode=WIC)
* Document(s) Used: Administrative expenditures reports
* Took Effect: March 24, 2011 for section 4629.5(b)(3); July 7, 2000 for section 4639.5(b)
* First reporting required by statute: As expeditiously as possible
* Earliest Required Time Span: FY 2010-2011
	+ Rationale: Section 4639.5, which went into effect in 2011, requires RCs to publish this information by December 1 each year. We therefore require that RCs report information on expenditures for FY 2010-2011 to ensure they met the December 2011 deadline.
* Latest Required Time Span: FY 2017-2018
* Frequency: Annually

## Requirement 21: 2017 benefits and salaries reports

* Statute: [WIC §4629.5(b)(13)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4629.5.&lawCode=WIC) requiring information from [WIC §4639.5(d)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4639.5.&lawCode=WIC)
* Document(s) Used: Reports on allocation of 2016 Budget Act funding
* Took Effect: March 24, 2011 for section 4629.5(b)(13); March 1, 2016 for section 4639.5(d)
* First reporting required by statute: March 10, 2017
* Earliest Required Time Span: March 10, 2017
* Latest Required Time Span: October 1, 2017
* Frequency: Only these two reports (March 10 and October 1, 2017) are required
* Note(s): Section 4629.5(b)(3) requires RCs to publish *annual* reports created pursuant to section 4639.5. The reports on allocation of 2016 Budget Act funding are not annual reports, and are therefore governed by section 4629.5(b)(13) only.

## Requirement 22: Community resource development priorities

* Statute: [WIC §4679(c)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4679.&lawCode=WIC)
* Document(s) Used: RC priorities for community resource development
* Took Effect: June 27, 2017
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: FY 2019-2020
	+ Rationale: The purpose of this requirement is to promote consumer and stakeholder input. Because the cycle of input restarts with each annual list of priorities, we are therefore only concerned with the most recent priorities.
* Latest Required Time Span: FY 2019-2020
* Frequency: Following the rationale provided in the “Earliest Required Time Span” section for this requirement, we only require the most recent Community Resource Plan priorities.
* Note(s): The statute requires that RCs post their priorities two weeks prior to submitting proposals to DDS in order to allow for final stakeholder input. The deadline for RC submissions appears to have been June 14 across all RCs ([see North Bay Regional Center’s Request for Proposals page](https://nbrc.net/service-providers/resource-needs-requests-for-proposals/)). Therefore, for a “high” compliance rating, we require RCs to post 2019 priorities. Additionally, most RCs put contact information and make it clear that feedback is welcome. If an RC does not do this, we mark it as being in “medium” compliance, as the purpose of the statute is to promote consumer and stakeholder feedback. We rate RC’s as being in “low” compliance if they do not list their priorities for any year.

## Requirement 23: Community resource development proposals

* Statute: [WIC §4679(e)](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4679.&lawCode=WIC)
* Document(s) Used: Approved project proposals and the RCs’ project classification (i.e. whether or not the projects are classified as using community resource development plan (CRDP) or community placement plan (CPP) funds)
* Took Effect: June 27, 2017
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: Any community resource development plan funds for a “high” compliance rating, or community placement plan funds for a “medium” compliance rating, listed for any time following the passage of the statute
* Latest Required Time Span: N/A
* Frequency: For each approved project proposal
* Note(s): According to this Department of Developmental Services [document](https://www.dds.ca.gov/CPP/docs/CPP_Guidelines.pdf), community resource development plan funds come from leftover community placement plan (CPP) funds. We therefore rate RCs as being in “medium” compliance with the requirement if they list any approved CPP projects, even if it is unclear whether or not the projects are funded with CRDP funding specifically. The intuition for this decision is that RCs may be classifying their CRDP projects as CPP projects because CRDP funding flows from CPP funding. If the RC lists neither, than we rate it as being in “low” compliance.

## Requirement 24: Link to appeals procedures

* Statute: [WIC §4704.6](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4704.6.&lawCode=WIC)
* Document(s) Used: RC appeals webpages and hyperlinks to the DDS webpages containing descriptions of the appeals process
* Took Effect: January 1, 2018
* First reporting required by statute: Not specified in statute
* Earliest Required Time Span: N/A
* Latest Required Time Span: N/A
* Frequency: Must have links currently available
* Note(s): If RCs didn’t link to the DDS [appeals and complaints landing page](https://www.dds.ca.gov/complaints/), we require that they have functioning links for the fair hearing process and 4731 Complaints, as these are the two processes outlined in the referenced WIC chapter, Chapter 7: Appeals Procedure.