**PROGRAM DESIGN CHECKLIST**

**COMMUNITY-BASED DAY PROGRAMS**

**VENDOR #: \_\_\_\_\_\_\_\_\_\_\_\_\_ SERVICE CODE: \_\_\_\_\_\_\_\_\_\_ STAFFING RATIO: \_\_\_\_\_\_\_\_\_\_**

□ Pg.\_\_\_\_\_\_ A statement of the purpose and goals of service.

□ Pg.\_\_\_\_\_\_ A statement of the anticipated consumer outcomes resulting from participation in the program stated in measurable terms.

□ Pg.\_\_\_\_\_\_ A statement of the program curriculum pursuant to Sections 56742 or 56764.

□ Pg.\_\_\_\_\_\_ A description of the location(s) in which consumer training occurs, such as a center-based environment, the consumer's place of residence or a natural environment.

□ Pg.\_\_\_\_\_\_ A statement of the consumer attendance policy which includes the following:

\_\_\_\_ The requirement for the vendor to notify the regional center on or before a consumer's fifth consecutive day of unplanned absence;

\_\_\_\_ The attendance requirements for consumers to remain enrolled in the program; and

\_\_\_\_ The efforts the program will make to assure attendance at the program as frequently as determined necessary by the ID Team.

□ Pg.\_\_\_\_\_\_ A statement of the staffing ratio required pursuant to Sections 56756 or 56772.

□ Pg.\_\_\_\_\_\_ A schedule of the vendor's direct service operating hours including a sample of a current weekly schedule.

□ Pg.\_\_\_\_\_\_ If the vendor has a staff training plan, a description of the plan developed pursuant to Sections 56726 and 56774.

□ Pg.\_\_\_\_\_\_ If applicable, a description of the entrance/exit criteria pursuant to Sections 56714 and 56746 of these regulations, including the intake procedure and any screening processes used by the vendor.

□ Pg.\_\_\_\_\_\_ A description of the process used to determine how the vendor will assist each consumer served in achieving his/her IPP objectives for which the vendor is responsible including:

\_\_\_\_ Consumer assessment procedures, timelines, and instruments used, including an explanation of how each instrument is applicable in assessing the consumer's needs;

\_\_\_\_ Utilization of assessment data for determining the specific activity and program services that consumers receive;

\_\_\_\_ Evaluation procedures used to determine the extent of a consumer's progress toward achieving the specific outcomes in each IPP objective for which the vendor is responsible.

□ Pg.\_\_\_\_\_\_ A description of the method of evaluating program effectiveness in accordance with Section 56732.

□ Pg.\_\_\_\_\_\_ A description of the internal consumer grievance procedures required pursuant to Section 56710(a).

**Additional Program Design Requirements for Infant Development Programs**

□ Pg.\_\_\_\_\_\_ Written procedures used by the vendor for review of consumer assessment information.

□ Pg.\_\_\_\_\_\_ A statement of the expected level of participation and attendance by parents, care givers or authorized consumer representatives in the infant development program.

**Rate Analyst (Initial): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Review Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_**