**Your Agency Name– Service Design**  
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# Organizational Chart

[Insert an organizational chart here. If you plan to be a nonprofit include the Board of Directors as the top level. You can use drawing boxes in word or create in power point and add here. For your convenience, a sample is below. ]

Organizational Chart Narrative:

Executive Director

NAME

Supported Living Specialists

Program Coordinator

Name if you have it

Circle of Support

# §58614. Service and Support Components

(a) Supported Living Service by this vendor and as referenced in Title 17, Section 54349 (a) through (e), shall consist of individually designed services or assessments of the need for services, which assists an individual consumer to:

(1)

**Example:** To support the consumer’s choice to live in his/her own home with supports for as long as those supports are needed. This vendor is prepared to offer supports and services to promote success toward this choice for consumers and to assist them in the acquisition of the necessary supports and resources allowing them to achieve this goal.

(2)

(b) Supported Living Service(s) are tailored to meet the consumer’s evolving needs and preferences for support without having to move from the home of their choice, and include but are not limited to the following:

(1)

(2)



(5)

(6)

(8)

(9) Managing personal financial affairs;

(11) Recruiting, screening, hiring, training, supervising, and dismissing personal attendants;

(12) Dealing with and responding appropriately to governmental agencies and personnel;

(13) Asserting civil and statutory rights through self-advocacy;

(14) Building and maintaining interpersonal relationships, including a Circle of Support;

(15) Participating in community life; and

(16) 24-hour emergency assistance, including direct service in response to calls for assistance. This service also includes assisting and facilitating the consumer’s efforts to acquire, use, and maintain devices needed to summon immediate assistance when threats to health, safety, and well-being occur.

Based on individual needs, this agency provides

# Service Plan Development

Each service plan is developed with …

**Use Keywords such as:**

When the needs of the client exceed the expertise of this agency, services and funding sources are explored with the consumers advocate(s) and the Regional Center to acquire appropriate interventions and mental health supports where needed.

# §58615. Service Records.

(a) SLS vendors shall maintain, and provide access to, records pursuant to all applicable requirements of Title 17, Sections 50603 , 50604 , and 50605.

(b) In addition to the requirements noted in (a), all SLS vendors shall maintain and provide access to all records relating to service design, service delivery, and employee service time records for at least three years.

# Article 3 - Consumer Rights

## §58620. Consumer Preferences and Leadership

Consumers and their advocates are provided the information in the method most effective for them, either in writing or verbally, about their rights to make decisions that shape the nature and quality of their lives in accordance with their preferences, and consistent with the goals of the consumer’s IPP.

Consumers are informed that they may choose where and with whom they want to live and that they have control over the look and feel of their home environment. They may at anytime change the provider of their Supported Living Service vendor and have the right to select their direct services staff. That by actively participating in their IPP, they may be sure that their needs and preferences are truly reflective of their needs, preferences and choices and that their services may better meet their personal choices and needs. That the consumer need not move to continue to receive the same, similar or evolving services as long as they wish to receive supported living services and the IPP reflects SLS. That the consumer can tell the regional center about their level of happiness, satisfaction and needs and whether or not they are being met through the current level services they are receiving during the evaluation process.

## §58621. Right to Information

To assure opportunities for making informed decisions as people supported in community settings, SLS consumers and their advocates are provided information from this provider and other sources from where they may access information, in an understandable and accessible form including, but not be limited to:

(a) An explanation of the general concepts, purposes, and practices of SLS, pursuant to Section 58610 (b);

(b) Training in the philosophy and objectives of SLS, available from the SLS vendor pursuant to Section 58653;

1. (c) Information from the SLS vendor describing any change in the SLS vendor’s service design that would affect the services being received by the consumer, pursuant to Section 58630 (b)(2)(B);
2. (d) This document in its entirety upon request; and

(e) Additional resources provide to the consumer and their family on the IPP process and resources from the California Department of Developmental Services Website including documents written specifically for consumers including and not limited to:

* “A Consumers Guide to the Lanterman Act”, available in English and Spanish   
  http://www.dds.ca.gov/Consumer/pdf/la\_guide.pdf