ASL Training and Support Service Program Design Requirements
Service Code 644

In collaboration with regional centers, the Department of Developmental Services (Department) continues to expand on services and supports that enable individuals who are deaf, hard of hearing or deafblind to lead full and inclusive lives. The ability to effectively communicate with others enhances individuals' ability to meet wants and needs, access the community, and develop relationships, among other important life functions.

The Department developed a new service, American Sign Language (ASL) Training and Support – Service Code 644, to help individuals improve or develop their expressive and receptive communication. The service is intended to help individuals improve functional communication skills through the use of formal ASL and to reduce the use of home signs. With appropriate language support, individuals can thrive in expressing their desires and needs, fostering a whole-person-centered environment. Direct support professionals and family members may also receive training while the individual is present to promote more cultural and linguistic understanding of the natural environment.

"Generic Support(s) means voluntary service organizations, commercial businesses, non-profit organizations, generic agencies, and similar entities in the community whose services and products are regularly available to those members of the general public needing them." (Title 17 Section 54302(a)(32))

"Natural Supports means, pursuant to Welfare and Institutions Code, Section 4512(e), personal associations and relationships typically developed in the family and community that enhance or maintain the quality and security of life for people." (Title 17 Section 54302(a)(48))

You are required to ensure that you are familiar with Alta California Regional Center's (ACRC) expectations for an American Sign Language (ASL) Training and Support Service provider. You should have a copy of and be familiar with any regulations relating to ASL Training and Support Service as well as vendorization in general. To view Title 17, go to the Department of Developmental Services' (DDS) website at www.dds.ca.gov

ACRC Services Coordinators (SC) will read your program design which enables them to gain information as well as increase their sense of your program, its mission and service goals. Through this informed understanding, an SC can more easily assist their consumers and families in their process towards choosing an ASL Training and Support Service program.

An ASL Training and Support Service agency is an agency vendored by ACRC. ASL Training and Support Service Program Design Requirements

services are required to be directly provided in person and must be documented as a component in of his/her Individual Program Plan (IPP). All services directly provided to the consumer shall be in accordance with the provider's ASL Training and Support Service design and in compliance with Title 17 Section 58600-58680. **The program design, the ASL Training and Support Service assessment and these regulations compile the vendor's contract with ACRC.**

Composition and Efficiency

Requirements of the program design:
- The program design is to be typed with a header or footer on each page.
- Pages of the program design are to be numbered in sequential order.
- The potential vendor is responsible for all content of the program design; the program design shall be composed by the potential vendor.
- Use present tense when writing the program design (as if provider is in operation)
- The number of pages shall not exceed 150.
- Title 17 regulations may be referenced but not copied and pasted in the program design.
- **The initial program design shall be submitted within 60 days of vendor orientation.**
- **All revisions to the program design are to be received by ACRC within two months of the latest program design review.**
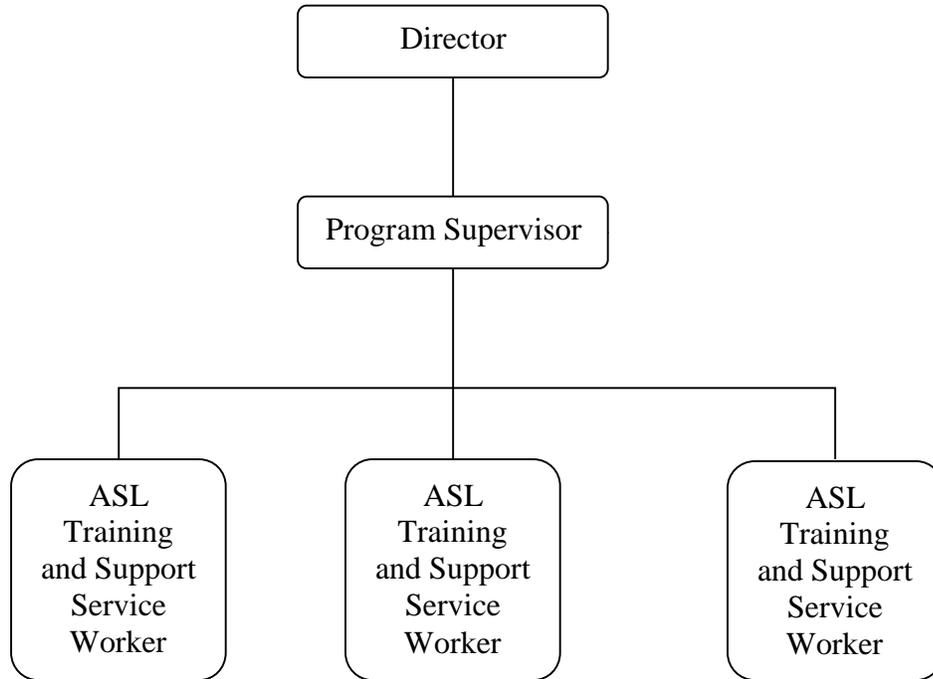
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Organizational Chart (example)

Name of Agency
Address
Telephone Number

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                    ┌──────────────┐
                    │   Director   │
                    └──────┬───────┘
                           │
                 ┌─────────┴──────────┐
                 │ Program Supervisor │
                 └─────────┬──────────┘
          ┌────────────────┼────────────────┐
  ┌───────┴──────┐  ┌──────┴───────┐  ┌──────┴───────┐
  │     ASL      │  │     ASL      │  │     ASL      │
  │   Training   │  │   Training   │  │   Training   │
  │ and Support  │  │ and Support  │  │ and Support  │
  │   Service    │  │   Service    │  │   Service    │
  │   Worker     │  │   Worker     │  │   Worker     │
  └──────────────┘  └──────────────┘  └──────────────┘
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Mission Statement

The program design is required to have a mission statement which outlines how the provider is providing services that match the goals and objectives for an ASL Training and Support Service provider.

Purpose and Goals

The purpose and goals of the program design should support the mission statement.

Implementation of ASL Training and Support Service Philosophy

ASL Training and Support Service vendor is required to implement services as outlined in the DDS Directive and Guidance.

Implementation of Service and Support Components

The ASL Training and Support Service vendor will review DDS Directive & Guidance and the program design will describe how the vendor will support the consumer in each of the areas of support. The vendor will ensure that they describe all areas of support in which they tend to provide to consumers receiving their services.

- DIRECTIVE

Description of Geographic Area Served

The program design should describe the geographic area the vendor would like to serve.

Description of the Consumers Served

The program design should describe the characteristics of a consumer served by the vendor. Please be sure to include language and culture.

Intake Procedure

The program design needs to describe in detail the screening process of new consumers, and timelines. Provider must describe how they will determine amount of hours needed to complete initial assessment.

Entrance/Exit Criteria

Describe the provider process for entering and exiting a consumer from the service.
- Qualification will be determined under one of the following:
  1. No ASL in the environment
  2. Education status (If graduated, when?)
  3. Multiple SIR
- Services will be provided for up to 5 hours per week.

Internal Grievance Procedure

The program design needs to describe the provider's internal grievance procedure and ensure that the procedure complies with Title 17 Section 56710(a).

Description of Support Provided

This should align with DDS Directive and guidance.

Job descriptions/qualifications

The program design will provide job descriptions and qualifications for all positions within the agency. This will align with the DDS Directive which notes the qualification requirements below.

- Have language proficiency from an accredited or nationally recognized institution, with an ASLPI rating of Superior level

- Be assessed proficient to provide at least superior level ratings or higher on ASLPI, SLPI ratings scale.

- Demonstrated experience in ASL instruction or Deaf education

- Knowledge of Deaf culture and accessibility practices

- Fluency in American Sign Language

- Experience working with individuals with developmental disabilities is highly preferred

- Ability to offer services in English and ASL (bilingual Spanish-ASL a plus)

- Ability to conduct background checks and meet regional center vendor requirements (if selected)

Staff Screening and Supervision

The program design will describe the procedures and practices the agency will use to screen paid staff, consultants, and volunteers who have direct contact with consumers. (Title 17 Section 58631(g))

The program design will describe the supervision the provider intends to provide to staff.

Staff Training

The program design will describe the new employee training and continuing training given to each staff. Staff training will comply with Title 17 Sections 58651 and 58652.

Employee Manual

Submit with your program design an Employee Manual. Please include a table of contents as a part of this manual.