

Alta California Regional Center
TRANSPARENCY AND PUBLIC INFORMATION POLICY

Board Approved: June 23, 2011

Effective Date: July 1, 2011

BACKGROUND

Alta California Regional Center (ACRC) recognizes the importance of transparency and accountability to the community it serves. ACRC is committed to reporting information with accuracy, transparency and maintaining full compliance with the laws, rules and regulations that govern ACRC's business pursuant to the Lanterman Developmental Disabilities Service Act.

POLICY

ACRC Board Composition

By August 15th of each year, ACRC will provide the Department of Developmental Services (DDS) documentation, as required by DDS, demonstrating that the composition of the ACRC Board of Directors is in compliance with the statutory requirements identified in Welfare and Institution Code (WIC) §4622.

Public Information

To promote transparency and accountability, the following information shall be public information and will be made available no later than three (3) business days following receipt of a written request for information from a member of the public:

- 1) Information regarding requests for proposals and associated contract awards
- 2) Service provider rates
- 3) Documentation related to establishment of negotiated rates
- 4) Audits
- 5) IRS Form 990

In addition, ACRC will post on its website all of the following:

- 1) Annual independent audit.
- 2) Biannual fiscal audits conducted by DDS.
- 3) Regional center annual reports (WIC §4639.5).

- 4) Contracts awarded as a result of a request for proposal, including the organization or entity awarded the contract, and the amount and purpose of the award.
- 5) Purchase of service policies.
- 6) The names, types of services, and contact information of all vendors, except consumers or family members of consumers.
- 7) Board meeting agendas and approved minutes of open meetings of the Board and all committees of the Board.
- 8) Bylaws of the ACRC Board of Directors.
- 9) Annual performance contract and year-end performance contract entered into with DDS.
- 10) Biannual Home and Community-based Services Waiver program review conducted by DDS and the State Department of Health Care Services.
- 11) The Board-approved transparency and public information policy.
- 12) The Board-approved conflict-of-interest policy.
- 13) Reports required pursuant to WIC §4639.5.

This policy shall not be construed to require production of confidential information which is protected by law from disclosure.