

## **What To Expect AFTER Your Letter of Intent Has Been APPROVED**

### **Residential Development**

The Program Design development process can take up to and sometimes more than a year. During the development stage, the applicant works directly with Resource Development to complete the Program Design. If development “stops” and there is no contact with RC for a period of **6 months** - the RC can terminate development. If development was terminated due to inactivity, the applicant cannot re-submit a Letter of Intent for **6 months** after the termination. Program Designs are to be developed using **VMRC’s Residential Template**. The program design will be reviewed for

1. Content
2. spelling & grammar
3. The description of services to be provided must be clear and meet the minimum Title 17 and Title 22 requirements for the service type.

### **Program Design Process (up to 45 days turnaround by VMRC for each submission)**

Program Design must developed according to what was approved on submitted LOI. If any changes to LOI are made, a ***new LOI must be submitted and approved prior to development of Program Design.*** For example, change in service levels or change in number of beds/occupancy.

- Program Design Draft #1- a digital copy is ok for the first submission.
- Program Design Draft#2- provide a hard copy with tabs and attachments, bound in a three ring binder.
- Program Design Draft #3+- provide changes only- it is not necessary to provide a complete draft for each subsequent revision.
- Final PD Draft- the final PD Draft must be complete with Tabs, Attachments, page #'s and Table of Contents must be accurate.

### **Site Visits**

All proposed Residential facility sites must be approved by the Resource Development Dept. All visits will include taking pictures of site/home.

- **First Visit:** The assigned Resource Development staff will visit your facility to determine whether your proposed site meets the minimum Title 17, Title 22 and VMRC Guidelines. The safety of the area, access to community resources, public transit etc. will be taken into consideration.
- **Second Visit:** The second visit to your proposed facility will take place once the Program Design has been approved, or when Vendorization is within thirty days. This is referred to as the Pre-Vendorization visit.

### **Residential Services Orientation**

**When:** August 15<sup>th</sup> & 16<sup>th</sup> , 2017

**Where:** VMRC Stockton office 702 N. Aurora St. Stockton CA 95202

**Time:** 9 AM to 4 PM

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### **Program Design Exit Meeting**

Once your Program Design has been approved, the Licensee and Administrator will meet with Resource Development staff to complete the Program Design "Exit" Meeting.

- The Exit Mtg. includes 15-20 questions related to your Program Design. (Questions related to Staffing, Entrance/ Exit Criteria, Special Incident Reporting Procedures, types of activities provided, Facility Menu etc.).
- The purpose of the Exit Mtg. is to demonstrate that the Licensed Administrator and/ or Licensee has knowledge of the policies, procedures and method of delivery of Residential services described in the approved Program Design. Level 4 homes must score 38 or better to pass / out of 57.
- A copy of the test will be provided to you for your records.