

## **[VendorChangeRequest@vmrc.net](mailto:VendorChangeRequest@vmrc.net)**

**\*\*All requests/changes must be  
APPROVED FIRST by Community Services prior to implementation\*\***

**Title 17 54330: Changes in Vendor Ownership, Location, or Program/Service Design**

### **Change of Ownership (Residential)**

The vendor shall notify the regional center 30 days prior to any ownership change. A new vendor application shall be completed by the new owners and be approved by the vendoring regional center prior to provision of services to consumers. If necessary, a new license shall be obtained prior to approval of the vendor application and the provision of services to consumers.

- Vendor notifies their Quality Assurance Liaison of request to change via email to **VendorChangeRequest@vmrc.net**
- Read and sign "VMRC's Change of Ownership Guidelines for Residential Facilities" Form
- Letter of Intent (LOI Process)

### **Relocation (Care Home)**

- Vendor notifies their Quality Assurance Liaison of request to relocate via email to **VendorChangeRequest@vmrc.net**
- New page(s) to replace current PD page(s)
- Submit formal letter to Asst. Director of Resource Development of change of location, reason for relocation, and anticipated date of relocation.

### **Closure (Care Home)**

Title 17 Section 54330(b) the vendor shall notify the vendoring regional center and all user regional centers: (1) in writing at least 60 days before it discontinues providing services.

- Vendor notifies their Quality Assurance Liaison of request to relocate via email to **VendorChangeRequest@vmrc.net**

A formal letter written to RD – Program Manager of intent to close should include the following:

- Vendor #
- Date of anticipated closure (must be at least 60 days from date of receipt)
- Reason for closure
- Statement indicating that residents and planning team has/ has not been informed

## **PROGRAM DESIGN CHANGES**

### **Change of Administrator (Residential)**

- Vendor notifies their Quality Assurance Liaison of request to relocate via email to **VendorChangeRequest@vmrc.net**
- Up-to-date Administrator Certificate for the population served (RCFE, Children, ARF, etc.)
- Resume with 3 professional references
- Administrator interview will be done by RD staff

### **Emergency Administrator**

For use when:

- Unexpected loss of administrator
- Temporary absentee of current administrator (out of country, long-term illness, etc.)
- Vendor notifies their Quality Assurance Liaison of request to relocate via email to **VendorChangeRequest@vmrc.net**
- Documents required for proposed administrator:
  - Updated Org. Chart
  - Current administrator's certificate
  - Resume with 3 references
  - Update staff schedules (all)
- Must attend RSO or AO within the last 2 years
- Pass "Emergency Administrator" Interview

### **Adding a New Consultant "Type"**

- Vendor notifies their Quality Assurance Liaison of request to relocate via email to **VendorChangeRequest@vmrc.net**
- Vendor sends in letter requesting to modify consultants, with reason for modification
- Revised & dated Organizational Chart to reflect new consultant type & consultant name
- A new job description is necessary for the new type of consultant-verify qualifications meet T17; be sure there is a date on the new pages
- New Consultants resume and professional license
- New consultant's sample assessment tools and summary reports
- Sample ISP's for Skill Acquisition or Behavior modification, etc.

\*If the home was developed with startup funds (CPP), any changes in consultants will need prior approval from the Assistant Director of Case Management, Resource Development (Brian Bennett)

### **Change the Individual Consultant**

- Vendor notifies their Quality Assurance Liaison of request to change via email to **VendorChangeRequest@vmrc.net**
- A written request indicating the reason for the change
- Revised Organizational Chart to reflect new name of consultant -with date on it
- New consultant's sample assessment tools and summary report

New consultant's resume and professional license

### **Change to Entrance or Exit Criteria**

- Vendor notifies their Quality Assurance Liaison of request to change via email to **VendorChangeRequest@vmrc.net**
- New page(s) to replace current PD page(s)

### **Adding Restricted Health Conditions to Services**

- Vendor notifies their Quality Assurance Liaison of request to change via email to **VendorChangeRequest@vmrc.net**
- Vendor needs to change entrance criteria to reflect the conditions they will serve –See changing criteria above
- If the home is a level 4, they will need a RN as a consultant. The RN consultant will develop the individual RHCCPs and train staff. Job description needs to reflect both these items -See adding a consultant above
- Vendor to submit Addendums to CCL for each condition they will serve & send us copies.
- If the home has a PD with a Policy & Procedure sections- they will need to address “Restricted Health Conditions” and revise this section to reflect the changes

### **Adding a New Policy/Procedure or adding to an Existing One**

- Vendor notifies their Quality Assurance Liaison of request to change via email to **VendorChangeRequest@vmrc.net**
- The new policy/ procedure is sent to community services for review
- QA Staff submits documents with signatures of verification to Resource Development