



VMRC Personal Assistance Transition

SERVICE OPTIONS

- I. ***Agency Personal Assistance (062)*** – contact your Service Coordinator (SC) to discuss available options in your region.

Description of Services for 062 - Agency Personal Assistance (062) offers a range of assistance to enable individuals to assist with/complete activities of daily living (ADLs), instrumental activities of daily living (IADLs). The service may include direct assistance (actually performing a task for the person) or supporting the individual to perform a task. Personal assistance services may be provided on an episodic or on a continuing basis when generic resources are not available. Personal Assistance may be used in the family home.

- II. ***Participant Directed Personal Assistance (456)*** - contact your SC who will support your choice to transition to 456 and submit a Purchase of Service (POS) for a Financial Management Service (FMS).

Description of Services for 456:

Participant-Directed Personal Assistance (456) is a Personal Assistance service that assists the consumer with personal assistance and support to help the consumer be successful in their own home and in the community.

A regional center shall classify a vendor as a Participant Directed Personal Assistance Service if the vendor:

1. Is an adult consumer, family member, or conservator;
2. Selects an individual who is at least 18 years of age;
3. Ensures that the individual selected will possess the skill, training, or education necessary to provide the service in accordance with the IPP; and

4. Ensures that the individual is familiar with the consumer's daily routines and needs and is trained in any specialized support necessary for the consumer.

III. Agency Personal Assistance – to develop your own company under 062:

Description of Services for 062 to create your own agency – Assistance is the coordination of support, care, and supervision in the person's home and/or a variety of settings to enable or maintain integration in the community. Personal Assistance focuses on keeping individuals safe while providing direct support in a variety of settings, including work, appointments, community activities, and in their own home. The goal is to assist with the safety and supervision of individuals at home and in the community to encourage choice, inclusion, and independence

Expectations of PA Agency:

- Hiring and training Personal Assistant (PA) employee(s)
- Wages, Benefits package if applicable
- Develop and implement Human Resource policies and procedures as an agency
- Business License (if required by local government)
- Liability Insurance of at least \$1,000,000
- Electronic Visit Verification (EVV) Enrollment for PA employees
- Record keeping and reporting of employees and participants
- Comply with Title 17 General Requirements for Vendors and Regional Centers: [Centers](#) | [State Regulations](#) | [US Law](#) | [LII / Legal Information Institute](#)
- Special Incident Reporting
- Program Design Development
 - Organization Chart
 - Anticipated Outcomes
 - Staff Training
 - Intake Process
 - Other topics to be included

This option requires you to submit your request through the Department of Developmental Services (DDS), Provider Directory Portal.

- Click here to create a profile and to begin the application process
<https://www.dds.ca.gov/initiatives/provider-directory/>

Description of Service Code (093) - Parent Coordinated Personal Assistance

- Recruit, hire, train and monitor staff to provide special care needs to consumer family members including transfers, bathing, feeding, meal preparation, dressing, dental care and transporting.
- This option requires you to submit your request through the Department of Developmental Services (DDS), Provider Directory Portal.
- Click here to create a profile and to begin the application process
<https://www.dds.ca.gov/initiatives/provider-directory/>

Use the Standard Vendorization portal as follows:

Step 1: Create or login to existing Provider Directory Profile

- Open browser and type <https://caddsprod.servicenowservices.com/spd>
- If your business is new to the Provider Directory, create a login profile.
- If your business is in the Provider Directory, login with existing credentials.

Step 2: Submit requirements

- Submit information to show that you meet the minimum requirements.
- The regional center will review your request within **15 calendar days**.

Step 3: Submit application

- If you meet the basic requirements, you 'll be asked to submit additional information and documents to support your application.
- When all requested information is received, the regional center will review your application for completeness within **30 calendar days**.
- If anything is missing or incorrect, you 'll have **30 calendar days** to submit it.
The submission review timeline/clock pauses for the regional center during this time and does not reset.

Step 4: Receive decision

- When the application is complete, the regional center will review the application
- VMRC will make a vendorization decision within **45 calendar days**.
- If approved, you 'll receive a vendor number.
- If not approved, you 'll receive a denial notice with the right to appeal the decision.

Do you need help?

If you have questions or need help with the process, contact the vendoring regional center. Robert Fernandez, VMRC Division Manager, Resource Development rfernandez@vmrc.net (209) 955-3620 or Brian L. Bennett, VMRC Director of Community Services, bbennett@vmrc.net (209) 955-3309.

Frequently Asked Questions (FAQs)

- [Vendorization – General FAQs](#)
- [Vendorization – Regional Center FAQs](#)
- [Vendorization – Applicant/Provider FAQs](#)

Important Note About Vendorization

Pursuant to Title 17 of the CCR section [54322\(d\)\(10\)](#), vendorization does not guarantee that individuals will be referred or placed with a vendored provider.