



**Tri-Counties  
Regional Center**  
SAN LUIS OBISPO • SANTA BARBARA • VENTURA

520 E. Montecito Street  
Santa Barbara, CA 93103  
T/ 800.322.6994  
F/ 805.884.7229  
[www.tri-counties.org](http://www.tri-counties.org)

July 25, 2011

To: All TCRC Service Providers Providing Services to Minors Residing in Home  
Re: Service Verification Form Pursuant to WIC Section 4686.31

Effective July 1, 2011, the Lanterman Act (Welfare and Institutions code 4686.31) requires any vendor who provides services as specified in 4686.31 to submit a completed verification form to the regional center for services provided to persons served by the regional center under the age of 18 years who reside in the family home. The Department of Developmental Services (DDS) is required to post a form which can be used for this purpose. DDS has developed a new form (DS 5862) containing all the information the vendor is required to report. This form, along with instructions, is attached and is also located on the DDS home page at <http://www.dds.ca.gov/Forms/docs/DS5862.pdf>.

The form is available in English, Spanish, Tagalog, Russian, Chinese, and Vietnamese.

The vendor must submit the completed verifications to the regional center with the invoices for the services provided. If the parents or legally appointed guardians of a minor person served do not submit a verification of services to the vendor, the vendor shall contact the regional center. Failure of the parents or legally appointed guardians of a minor person served to submit a verification of services to the vendor shall not be a basis for terminating or changing behavioral services to the minor person served.

Vendors in the following service codes must submit completed verification forms to the regional center: 612-Behavior Analyst, 613-Associate Behavior Analyst, 615-Behavior Management Assistant, 616-Behavior Technician-Paraprofessional, 620-Behavior Management Consultant, 625-Counseling Services, 680-Tutor, 017-Crisis Team-Evaluation and Behavioral Intervention Training, 025-Tutor Services – Group, 048-Client/Parent Support Behavior Intervention Training, and 077-Parent-Coordinated Home Based Behavior Intervention Program for Autistic Children.

A copy of Section 4686.31 of the WIC is attached for you to review more thoroughly.

Instructions for submitting these verification forms with your monthly billings will be forthcoming. Please do not submit any July invoices until you have received these instructions.

Should you have any questions, please contact Leslie Burton, POS Manager at [leslieb@tri-counties.org](mailto:leslieb@tri-counties.org).

Sincerely,

Lorna Owens  
Chief Financial Officer

c: Omar Noorzad, Ph.D., Executive Director  
Leslie Burton, POS Manager  
Phil Stucky, Controller

Attachments

## Assembly Bill No. 104

### CHAPTER 37

SEC. 16. Section 4686.31 is added to the Welfare and Institutions Code, to read:

4686.31. (a) Effective July 1, 2011, notwithstanding any other law or regulation to the contrary, any vendor who provides services as specified in paragraph (4) shall submit verification to the regional center for services provided to consumers who are under 18 years of age and residing in the family home as follows:

(1) The department shall develop and post a standard form for vendors to complete and provide to the family for signature. The form shall include, but not be limited to, the name and title of the vendor, the vendor identification number, the name of the consumer, the unique client identifier, the location of the service, the date and start and end times of the service, and a description of the service provided. The form shall also include instructions for the parents or legally appointed guardians to contact the regional center service coordinator immediately if they are unable to sign the form.

(2) The vendor shall provide the parents or legally appointed guardians of a minor consumer with the department form to sign. The form shall be signed and dated by the parents or legally appointed guardians of a minor consumer and be submitted to the vendor providing services within 30 days of the month in which the services were provided.

(3) The vendor shall submit the completed forms to the regional center together with the vendor's invoices for the services provided.

(4) If the parents or legally appointed guardians of a minor consumer do not submit a form to the vendor, the vendor shall notify the regional center.

(5) This subdivision shall only apply to the following types of services: Behavior Analyst, Associate Behavior Analyst, Behavior Management Assistant, Behavior Technician (Paraprofessional), Behavior Management Consultant, Counseling Services, Tutor, Crisis Team-Evaluation and Behavioral Intervention, Tutor Services-Group, Client/Parent Support Behavior Intervention Training, and Parent-Coordinated Home Based Behavior Intervention Program for Autistic Children.

(b) The failure of the parents or legally appointed guardians of a minor consumer to submit a verification of services to the vendor shall not be a basis for terminating or changing behavioral services to the minor consumer. Any changes to behavioral services shall be made by the consumer's planning team pursuant to Section 4512.