

DEPARTMENT OF DEVELOPMENTAL SERVICES
LANTERMAN DEVELOPMENTAL CENTER CLOSURE
COMMUNITY STATE STAFF PROGRAM
FREQUENTLY ASKED QUESTIONS

What is the Community State Staff Program?

The Community State Staff Program (CSSP) is a mechanism for community agencies including service providers and regional centers to utilize the services of developmental center employees. Through a contract with the developmental center, the community agency would advertise job assignments, interview and select applicants who would then be deployed to work for that community agency. This can include a variety of professionals from Lanterman Developmental Center (LDC) ranging from direct level of care staff, to ancillary professional staff, to administrative and managerial staff, who would remain state employees while serving the community agency.

What are the benefits?

Through partnership and collaboration between community agencies, developmental centers and families, individuals are moving from the developmental center to residential services in the community regularly with positive outcomes. The success is achieved by careful planning and cross-training for the residents and service providers. The CSSP offers one mechanism for cross-training opportunities and can offer a link between the developmental center and the community.

- For LDC residents, it can be a bridge between the developmental center and the residential services in the community.
- For service providers and regional centers, the CSSP is a source of readily trained professionals who have expertise and familiarity with individuals who have unique needs and reside at the development center. The staff's knowledge of the developmental center operations and network also adds value throughout the preparation and transition planning processes for the community agencies.
- For LDC employees, it is an opportunity to extend their supports and services to residents while gaining the experience of working in the environment of a community agency as a state employee.

What are the requirements?

In order to utilize the CSSP:

- A community agency must establish a contract with LDC.
- The community agency and LDC must abide by the requirements of the hiring process.
- The community agency and LDC must honor the agreements of the bargaining unit contracts for the involved employees.

The coordinator of the program at LDC will:

- Assist in the development of the contract and assure terms are honored. The contract includes a description of the types of services needed, the terms for utilizing those services, and the associated costs. Contracts are renewed annually and may be amended as needed.
- Guide the hiring process in accordance with all requirements of the California Department of Human Resources (also known as CalHR, formerly SPB and DPA) and labor organization agreements.

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- Orient community agencies to the bargaining unit contracts and guide all procedures accordingly. The Department of Developmental Services (DDS) has established MOUs with the involved labor organizations that specify the requirements.

If a contract is established, is the community agency obligated to employ state staff or pay hiring fees?

No. When a contract has been established between a community agency and LDC, it is not a binding obligation and there is no cost to the community agency unless they employ staff through the CSSP.

The community agency may proceed with hiring activities through the CSSP at LDC, receiving the services of the coordinator at LDC up through the selection interviews at no charge. If no employee is selected for the assignment, the community agency may either repeat or discontinue the hiring activities.

The community agency is only charged for the costs of employees who have transferred into Community State Staff (CSS) assignments, and have provided services through the program.

How does it begin?

The community agency and the coordinator at LDC (Felicia Hackett) work together to identify the types of services and expertise needed and project the number of employees needed.

LDC will draft a contract to include a projected cost for the services based upon salaries and the number of employees needed. After review and any revisions, the contract may be signed and submitted to DDS for processing with the Department of General Services.

With a contract underway, the hiring activities begin.

What kind of assignments will be included?

The CSSP may include a full-range of roles in the community agencies, from direct level of care staff, to ancillary professional staff, to administrative and managerial staff. The community agencies, such as service providers, can use the program to staff the residential homes that are being developed for LDC residents. For example, they may seek LDC employees as home administrators or to be deployed to multiple homes as trainers, quality assurance staff, or consultants. Regional centers can use the program to include LDC professionals and clinicians in their resource development, or assessment and transition service teams. The coordinator at LDC will assist the community agencies to match the job descriptions to the scope of services for the LDC employees.

Do the assignments have to be full-time?

No. The assignments may be designated as part-time. Full-time employees at LDC who assume part-time CSS assignments may work the remaining portion of the time-base at LDC until closure. The community agency will only be charged for the time the employee worked in the CSS assignment, not the time worked at LDC.

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How are employees selected for the program?

The community agency and the coordinator at LDC work together to develop duty statements and job advertisements for each of the roles to be filled at the community agency. LDC advertises to all employees and collects applications from interested candidates.

The community agency and the coordinator at LDC arrange an orientation session for employees to meet the community agency representatives and ask questions about the roles and work environment prior to any selection or interview process.

The coordinator at LDC arranges and facilitates selection interviews in accordance with CalHR requirements. The interview panel must include representatives from the community agency who will select the candidate that best meets the needs of the organization, check references, and contact the applicants when a decision has been made. The applicants from LDC are supported in their preparation for, and participation in the interview process.

All of this may be simultaneous to hiring activity the community agency is conducting in the private sector.

How does the program operate?

Once the selected employee has accepted the assignment, the transfer date is discussed. The effective date of the transfer is driven by the needs of the community agency, and can be adjusted to align with the preparations for the work location (in most cases the opening of a licensed residential home in the community). The employee may remain assigned at LDC until the community agency indicates the need for the transfer. The provider is only charged for the time the LDC staff provides services, not the time the LDC employee is pending transfer.

LDC supports the employees' preparation and training for the CSS assignment. While awaiting the effective date of the transfer, the employee may participate in trainings identified by the community agency (such as Direct Support Professionals (DSP) training or the agency's New Employee Orientation) and/or cross-training activities with the specific residents that will be served at the future work location in the community. LDC is committed to offering DSP training onsite to any LDC employees selected for the CSSP.

Once the employee has transferred into the CSS assignment, the community agency assumes responsibility for training and expenses, as well as deployment/scheduling, assigning duties and functional supervision of the employee. The coordinator at LDC facilitates this transition and assures communication between LDC, the community agency, and the employee throughout the process.

The community agency manages the employee's work schedule and submits reports to the coordinator at LDC. The employee is responsible for completing and submitting state-required paperwork to LDC, and the coordinator assures timekeeping and payroll is completed at LDC. The employee continues to receive paychecks from LDC directly.

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The community agency will be regularly billed by DDS through the contract for the costs of the employees in the program, which includes the selected employees' current salaries and benefits.

A summary of the similarities/differences from the employees' perspective:

EMPLOYMENT AT LANTERMAN DEVELOPMENTAL CENTER	ASSIGNMENT AS COMMUNITY STATE STAFF WITH A COMMUNITY AGENCY
Civil Service Classification	NO CHANGE <i>Employees retain their current civil service classification, although the title of the assignment may be different.</i>
Salary	NO CHANGE <i>Employees retain their current salary.</i>
Benefits	NO CHANGE <i>Employees retain their current benefits.</i>
Work Schedule	VARIES <i>Will be specified on the job advertisement and may or may not be different from the employee's current work schedule at LDC.</i>
Time-Base	VARIES <i>Will be specified on the job advertisement and may or may not be different from the time-base worked at LDC.</i>
Time Usage and Accrual	NO CHANGE <i>Employees retain their current time balance and accrual rate, and pre-approved bid vacations are honored.</i> CHANGE <i>Community agency approves employee's requests for time off (in accordance with bargaining unit contract specifications).</i>
Work Location	CHANGE <i>Will be specified on job advertisement.</i>
Work Duties	VARIES <i>Will be specified on duty statement and summarized on job advertisement and may or may not be different from the work duties at LDC.</i> <i>Day to day duties will be assigned by the community agency.</i>
Supervision	CHANGE <i>Functional supervision by the community agency in concert with supervision from an LDC manager.</i>

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How long does it last?

The length of each CSS assignment is based upon the needs of the community agency and the individual employee. If either of the two determines that the assignment is no longer needed, a thirty day notice is given to the other to end the assignment. The employee may transfer back to LDC for the closure process or may opt to pursue employment elsewhere.

The number of staff and duration of their use will be modified as necessary through the legislative budget process.

How can I find more information?

The coordinator at LDC is Felicia Hackett. She can be reached at (909) 444-7527 or fhackett@ldc.dds.ca.gov.

Information is also available at the Staff Options and Resource Center (SOARS) at LDC. Karen Duncan, SOARS coordinator can be reached at (909) 444-7220 or KDuncan@ldc.dds.ca.gov.

Everyone is encouraged to pursue information about the CSSP. Appointments are available but not required to learn more about this program, and there is no obligation to participate or use the program if an orientation is attended.