

**This check list may be used to ensure that your program design covers all necessary areas.**

**PROGRAM DESIGN CHECKLIST  
COMMUNITY-BASED DAY PROGRAMS**

**Program design contains:**

- A statement of the purpose and goals of the service.
- A statement of the anticipated consumer outcomes resulting from participation in the program stated in measurable terms.
- A statement of the program curriculum pursuant to Section 56742 and 56764.
- A description of the location(s) in which training occurs, such as a center-based environment, the consumer's place of residence or a natural environment.
- A statement of the consumer attendance policy which includes the following.
  - The requirement for the vendor to notify the regional center on or before a consumer's fifth consecutive day of unplanned absence;
  - The attendance requirements for consumers to remain enrolled in the program; and
  - The efforts the program will make to assure attendance at the program as frequently as determined necessary by the ID Team.
- A statement of the staffing ratio required pursuant to Section 56756 or 56772.
- A schedule of the vendors direct service operating hours including a sample of a current weekly schedule.
- If the vendor has a staff training plan, a description of the training plan developed pursuant to Sections 56726 and 56774.
- If applicable, a description of the entrance/exit criteria pursuant to Sections 56714 and 56746 of these regulations, including the intake procedure and any screening processes used by the vendor.
- A description of the process used to determine how the vendor will assist each consumer served in achieving his/her IPP objectives for which the vendor is responsible including:
  - Consumer assessment procedures, timelines, and instruments used, including an explanation of how each instrument is applicable in assessing the consumer's needs.
  - Utilization of assessment data for determining the specific activity and program services that consumers receive.
  - Evaluation procedures used to determine the extent of a consumer's progress toward achieving the specific outcomes in each IPP objective for which the vendor is responsible.

**Program Design Checklist - Community-Based Day Programs**

- \_\_\_ A description of the method of evaluating program effectiveness in accordance with Section 56732.
- \_\_\_ A description of the internal consumer grievance procedures required pursuant to Section 56710(a).

**Additional Program Design Requirements for Infant Development Programs**

- \_\_\_ Written procedures used by the vendor for review of consumer assessment information.
- \_\_\_ A statement of the expected level of participation and attendance by parents, care givers or authorized consumer representatives in the infant development program.