

# **LANTERMAN REGIONAL CENTER POLICY**

## **TRANSPARENCY AND ACCESS TO PUBLIC INFORMATION**

***(Approved by the Executive Committee on 7/13/11, Ratified by the Board of Directors on August 24, 2011)***

In order to promote transparency and accountability and maintain the trust of our community, Lanterman Regional Center provides timely access to public information about the center and about services we purchase. While providing access to information we also comply with applicable federal and state law relating to the confidentiality of client information and records.

1. To promote transparency, we include on our Website the following information:
  - 1.1. IRS Form 990. [§4629.5 (a)\*]
  - 1.2. Annual independent audits. [§4629.5(b)(1)]
  - 1.3. Biannual fiscal audits conducted by the Department of Developmental Services. [§4629.5(b)(2)]
  - 1.4. A complete current salary schedule for all personnel classifications. [§4629.5(b)(3)]
  - 1.5. Prior fiscal year expenditures from the regional center operations budget for all administrative services, including managerial, consultant, accounting, personnel, labor relations, and legal services, whether procured under a written contract or otherwise. [§4629.5(b)(3)]
  - 1.6. Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award. [§4629.5(b)(4)]
  - 1.7. Regional center purchase of service policies. [§4629.5(b)(5)]
  - 1.8. The name, type of service, contact information of all purchase of service vendors, except consumer or family members of consumers. [§4629.5(b)(6)]
  - 1.9. Board meeting agendas and approved minutes of open meetings of the board and all committees of the Board. [§4629.5(b)(7)]
  - 1.10. Bylaws of the regional center governing board. [§4629.5(b)(8)]

- 1.11. The annual performance contract and year-end performance contract entered into with the Department of Developmental Services. [§4629.5(b)(9)]
  - 1.12. The biannual Home and Community-Based Services Waiver program review conducted by the Department of the Developmental Services and the State Department of Health Care Services. [§4629.5(b)(10)]
  - 1.13. The Board-approved transparency and public information policy. [§4629.5(b)(11)]
  - 1.14. The Board-approved conflict-of-interest policy. [§4629.5(b)(12)]
2. We also provide timely public access to information, including, but not limited to:
    - 2.1. Information regarding requests for proposals and contract awards. [§4629.5 (a)]
    - 2.2. Service provider rates. [§4629.5 (a)]
    - 2.3. Documentation related to establishment of negotiated rates. [§4629.5 (a)]
    - 2.4. Audits. [§4629.5 (a)] (Seeking clarification from DDS.)

### 3. Procedure

- 3.1. Requests for public information that is not available on the LRC Website shall be made in writing, sent to the regional center by US Mail, fax or via e-mail and be directed to:

Executive Director  
Frank D. Lanterman Regional Center  
3303 Wilshire Blvd., Suite 700  
Los Angeles, CA 90010  
publicrecords@lanterman.org

- 3.2. The regional center will respond to the requester in writing or e-mail within 10 working days, informing the requester whether the records are available and whether and when they will be provided.
- 3.3. If the records are available on the Lanterman Website, the requester will be referred to the Website to obtain the information.
- 3.4. If the records are not available on the Website, the regional center will either 1) provide a copy of the records to the requester; 2) notify the

requester when the records will be available to him; or 3) inform the requester that the records are not available or that they are not subject to public disclosure under this policy.

- 3.5. If the request includes multiple records, the requester may be informed that the records will be available for viewing at the regional center. In this case, a mutually agreed-upon time will be established for the requester to view the records.
- 3.6. Requests for inspection of records shall not interfere with the ordinary business of the regional center.
- 3.7. The regional center may require an extension of time to make records available due to circumstances such as, but not limited to:
  - 3.7.1 The need to obtain the records from off-site storage.
  - 3.7.2 The need to search for or compile the requested records or information from within a large collection of records.
  - 3.7.3 The need to consult with legal counsel or another agency about the release.
- 3.8. The regional center shall not disclose any information or records that are exempt from disclosure by statute or regulation or that are prohibited from disclosure by Section 4514 the *Welfare and Institutions Code*.
- 3.9. The regional center will charge a rate of \$0.20 per page for duplication of records. Payment of fees must be received prior to the records being released. The regional center will not charge a duplication fee for records that exist in electronic form.