

TRANSPARENCY AND PUBLIC ACCESS TO INFORMATION POLICY

POLICY:

In order to provide the public maximum access to information about its organization and availability of services, it is the policy of North Bay Regional Center (NBRC) to operate within a transparent framework at all times, to allow full access to its records within the confines of consumer confidentiality, and to provide information to account for its actions in support of the Lanterman Developmental Disabilities Act, compliance with all applicable laws and regulations, and directives from the Department of Developmental Services (DDS).

ACCESS TO RECORDS:

To promote and ensure transparency and public access to information, the following records shall be maintained on its Internet Web site www.nbrc.net and available to the public at all times:

1. Regional center annual independent audits.
2. Biannual fiscal audits conducted by the department.
3. Regional center annual reports pursuant to Section 4639.5.
4. Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award.
5. Purchase of service policies.
6. The names, types of service, and contact information of all vendors, except consumers or family members of consumers.
7. Board meeting agendas and approved minutes of open meetings of the board and all committees of the board.
8. Bylaws of the regional center governing board.
9. The annual performance contract and year-end performance contract entered into with the department pursuant to this division.
10. The biannual Home and Community-based Services Waiver program review conducted by the department and the State Department of Health Care Services
11. The board-approved conflict-of-interest policy.

Documentation related to the establishment of negotiated rates, and service provider rates may be obtained upon written request.

All requests for copies of records or additional information will be responded to in writing as expeditiously as possible and thereafter provided within a reasonable time. To ensure that consumer confidentiality and service information protected from disclosure by Section 4514 of the Lanterman Act and information otherwise prohibited by law from disclosure is maintained, requests will be reviewed by and should be directed to:

Legal Counsel
Legal Affairs & Advocacy Division
610 Airpark Road
P.O. Box 3360
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(707) 256 1224