



714-547-5468 | www.OCCTAC.org
2215 N. Broadway Ave. Santa Ana, 92706

Socialization Training Program at OCCTAC – Academic year of 2023-2024

Dear Regional Center of Orange County Service Coordinators,

Thank you for your efforts and dedication while working with children and youth with disabilities and their families. Your commitment makes a difference in these families' lives and we are proud to be your partners. As you may know, OCCTAC is a vendor to the RCOC (PM1250) for the Socialization Training Program (STP).

Currently OCCTAC is providing a safe space for students with disabilities to be themselves, explore new interests and passions through the arts and meet other individuals with similar characteristics to strengthen their social skills and empower themselves for a brighter future. We are very grateful for the success the program is having, especially with the progress the students have made on their development skills.

Please, be mindful that OCCTAC has two areas of focus. First, we have the classes provided by the **Preparatory Arts Academy (Prep Arts)**, in which students engage in art, dance and music education, with the purpose of learning performance skills in the various disciplines, as they socialize with other students. Second, we have the classes provided by the **Therapeutic Arts Department (TA)**, which focuses on helping students not only improve their socialization skills, but also improve their skills in other developmental domains such as emotional, cognitive, motor and language & communication. All families are required to attend an intake when they register in our classes.

The Therapeutic Arts Department is also in charge of managing the RCOC contracts for the Socialization Training Program. As you know this process requires a series of steps and a detailed organization. Therefore, OCCTAC made some adaptations to improve the process for the families. These new protocols will start in August 2023.

These are the new procedures:

- 1) **Referral Packet:** For OCCTAC team to be able to start the process with a family, the RCOC Service Coordinator must send us:
 - a. Students IPP (that contains caregivers contact information)
 - b. Number of classes client is eligible to take with us (or amount of respite hours approved for client).
 - c. Please send any new referral to Sherry Rubinstein (Sherryr@occtac.org).
- 2) **Intakes:** The parents of potential new students will be contacted as soon as OCCTAC receives the referral packet. They will be invited to visit our center for tour and intake. Tours and new intakes will be conducted in the first two weeks of each month.
- 3) **Class selection and Registration:** OCCTAC staff will guide families to identify the best placement for the student. The Therapeutic Arts/Socialization Program staff has experience and preparation to work with children and youth with disabilities. The Therapeutic Arts/Socialization Program classes are highly recommended for students with special needs; and contracts should emphasize these classes.
- 4) **Initial Request from OCCTAC to Regional Center Case Coordinators**
 - a. After the family has chosen the classes at OCCTAC, the RCOC Case Coordinators will be notified about the final selection of classes through email or phone call.
 - b. OCCTAC staff will request a Purchase of Service Authorization (POSA) from RCOC Coordinators to process the contract with the start date of the Registration, right after the intake.
 - c. OCCTAC will request a POSA for all classes that student is interested in and can be eligible. OCCTAC will only bill for those classes that are active after registration.
 - d. To facilitate the process for the families, we strongly suggest creating the contract for the full extent of the calendar year, if possible.
- 5) **Starting classes/Purchase of Service Request:** The student will not be allowed to start any classes at OCCTAC until we receive a copy of the Request that the RCOC coordinator sent to accounting.



714-547-5468 | www.OCCTAC.org
2215 N. Broadway Ave. Santa Ana, 92706

- 6) **Purchase of Service Authorization Follow Up:** OCCTAC will review the documents the last week of each month to make sure every document is up to date. Please make sure to send us the POSA no later than one month after the initial request sent by OCCTAC.
- 7) **Additional Classes:** If the family is interested in more classes, OCCTAC staff will send the information to the RCOC case coordinator for a contract modification, if possible.

Other important topics:

1) **OCCTAC Tuition/Fees (UPDATED)**

a. **Prices:**

- o \$80 per group class per month for group classes
- o \$85 per month for semi-private lessons
- o \$30 per session for individual lessons

2) **Transfers:** A student must participate a full month in a class before requesting a change. Meetings with the parents to do transfers will be scheduled for the first two weeks of each month according to staff availability. Changes will require review of class availability, and students' developmental skills and effective integration to that group.

3) **Student Attendance and Class Cancellations:** It is the parents' responsibility to inform the teacher, front desk and OCCTAC staff if they will be absent or do not intend to participate in the class any longer. Group sessions are charged monthly. Thus parents have to be responsible with their attendance.

4) **Developmental Skills and Students Needs:**

- a. Currently, OCCTAC does not have the capacity to serve individuals that exhibit aggressive behavior. We will determine if a new referral can be admitted to the Therapeutic Arts/Socialization Program after the intake. Please contact us before sending a case that may not be within our scope of services.
- b. The Socialization Training Program at OCCTAC does not replace behavioral, emotional or other types of therapy. It is intended to be a safe space for neurodiverse individuals to meet, socialize and recreate through arts classes.

Thank you again for all the support and collaboration. Your service makes a difference in this world.
Best,

Sherry Rubinstein
Peer Counselor and Intake Specialist
Mental Health & Emotional Wellness Department

cc. [Axel G. Meléndez Mercado](#)
Program Coordinator
Mental Health & Emotional Wellness Department

cc. Dr. [Ana Jimenez-Hami](#)
Executive Director
OC Therapeutic Arts Center