

SDP Best Practices Subcommittee Questions

Individual Budget Certification

1. Do CSCs have training and timelines to conduct efficient IPP/PCP, Budget, and IPP/Spending Plan meetings so that clients can enter or continue in the SDP program in a timely fashion? (e.g., calendar all SDP clients to start early enough to complete the process on time.)

All current CSC's have completed an intensive 7-hour SDP training. All new CSCs undergo the same training by the 2nd month of employment. This training is offered monthly and we encourage CSC's if they need a refresher to retake the training. CSC's are also encouraged to attend the Information and Orientation Meeting. Also, they are provided with the NLACRC SDP Workbook and materials to utilize as references as needed.

Timelines:

- For IPP meetings, we continue to follow regulation (WIC 4646). CSCs have 30 days to have IPP meeting once a meeting has been requested. The meeting should take place after PCP has been completed (If participant chooses to have a PCP completed). At that time, they should schedule a subsequent meeting for Spending Plan (And/or any additional meeting necessary) to avoid delays.
 - IPP team will need to reconvene within 15 days if there is an area that requires further follow-up, planning, or disagreement.
2. Are all NLACRC decision makers, including the exception committee, trained and updated in SDP?

Yes, the Directors and Consumer Services Managers have all attending the SDP training. Additional training has been provided to Directors in SDP accounting processes, SDP procedures and regulations.

3. Why does the Budget Certification take a month? What can we do to shorten that process?

Please see SDP Process for more information.

4. Do we need three different accounting persons (Junior Accountant, Lead Junior Accountant and Accounting supervisor) to participate in the individual certification / recertification process? Does their availability impact the process? What does accounting staff do at each contact, what are they checking?

Please see [SDP Process](#) for more information.

5. Is an IPP/Spending Plan Meeting a customary practice while going through the SDP process? (e.g., participants are asked to create a spending plan on their own, with no meeting, and submit it for approval to NLACRC.)

NLACRC needs to ensure the spending plan follows HCBS compliance, generic resources are optimized, and ensure the services and supports listed in the spending plan meet IPP goals and are federally reimbursable.

Reviewing the spending plan allows for the team to discuss the intent of the proposed spending. We have found that the meeting provides clarity and reduces mistakes on codes and prevents further delay for the participant to enter SDP.

6. Is there a way to “appeal” a spending plan decision that does not involve hearing?

If there is disagreement on an item/service in the spending plan, we are required to give the consumer a Notice of Proposed Action as it is their right to appeal Regional Center’s decision.

7. Is there a way that the committee can receive a quantification of the disputes in spending plan requests, are all persons involved in rejected spending plans fully trained on SDP?

We can provide quantified information on # NOA’s sent.

Yes, all persons involved are trained in SDP.

8. Why does the Consumer Services Director sign the budget?

NLACRC's internal process for all Purchase of Service require 3 levels of approval. CSC, Supervisor and Director.

9. Are NLACRC decision makers required to participate in the SDP process so that there isn't such a protracted timeline?

The assigned Service Coordinator is the NLACRC representative and therefore the decision maker. Per Service Standards, "The regional center designated service coordinator is responsible for: providing or ensuring that needed services and supports are available to the consumer; developing, implementing, overseeing, and monitoring the consumer's IPP; offering individual advocacy; and conducting quality assurance activities."

*If IPP team does not come to an agreement and more information is needed, IPP team should reconvene within 15 days.

10. How does the NLACRC play a role in deciding what is or is not acceptable to purchase within the SDP?

- a. Service dog community training – Generic resources are first exhausted. The process requires for a physician to provide a written verification of the need to substantiate the need for personal assistance as stated in the SDP definition. Funds are not added to the budget to cover the cost of a service dog as this is not something covered in traditional services; however, individuals can utilize their funds for a service animal in the spending plan from the personal assistance budget.

OT support for a Deemed minor with no insurance coverage for it-Medical is a generic resource that offers this service. If the participant does not have medical, they may need to go through the institutional deeming process. The participant is also able to obtain the service through the school, CCS, My Health LA (not Medi-Cal eligible or for those with no legal residence in US). During the implementation of services with the generic resource we are able to provide Gap funding and those short-term funds can be added to the budget to allow for participant to secure generic resources.

- b. ABA materials (behavior logs, planners, hazard log, reinforcement tools) - said parents need to buy this out of their own pocket

No. They should be able to use SDP Budget Funds, however we would not add funds to the budget to cover this cost.

- c. Safety locks on appliances (e.g., a lock on the microwave) to provide safety in the home

This would be assessed individually as it may be a violation of consumer's rights.

- d. technology tools: computers, software

We review individually. For minors-it may be a typical parental responsibility. We try to understand the need and review if a generic resource is available. For Adult- we also start by understanding the need and review if there is a generic resource available such as DOR & NLACRC lending library.

*We would not add additional funds to the budget for this service.

- e. making tools or courses to support an interest in jewelry design.

Hobbies cannot be funded with SDP funds per the guidance provided in January 2022 (Enclosure B) therefore we need to understand purpose and need.

*We would not add additional funds to the budget for this service.

- a. a Camera to support an interest in photography. Again, we need to understand the purpose and need. Photography may be considered a hobby.

*We would not add additional funds to the budget for this service. If vocational funding could be obtained through DOR.

- f. an IEP advocate to attend meetings when Regional Center support cannot attend:

We have an Educational Advocate at NLACRC therefore there is a generic resource available. We have seen families hire an Educational IF to focus on the consumer's educational needs.

*We would not add additional funds to the budget for this service. Additional generic resources are available for educational advocates through no cost such as Disability Rights and Free Legal Aid Services.

- g. A health coach to make better food choices, having exhausted insurance

We would assess individual need and generic resources available.

- h. Sexual Health class for a 12-year-old- It is based on individualized need therefore we review the need for this service. This may be added to the budget as social skills training.

- i. a cooking class to learn about new foods and becoming a healthier eater- This would be based on need, however generic resource would need to be explored/exhausted first. Medical provider might be able to complete a referral for a dietician and cooking classes.

- j. An internet safety class to protect against abuses on social media- Based on need. This may be added to the budget as social skills training.

- k. sensory tools: noise canceling headphones, eye masks- We review supporting documents from professionals that state these items are needed. We also consult with our clinical department. We need to understand need for these items and also ensure there is no generic resource that can cover it and that the items do not pose a health and safety risk, i.e. squeeze machine.

*We would not add additional funds to the budget for this service.

1. sleep supports for a poor sleeper: specialized pillows, eye masks, etc.-

We would need to review based on individual needs and how the need relates to the developmental disability. We would also need to explore generic resources.

*We would not add additional funds to the budget for this service.