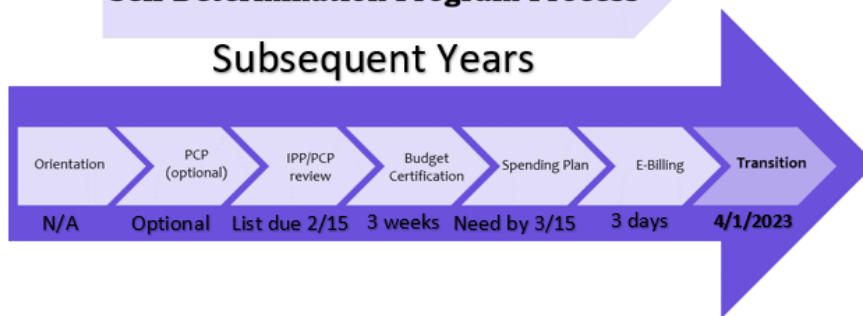


Self Determination Program Process

Subsequent Years



Month 8	IPP notification Letter	By month 8 in SDP, consumer/family will be notified by mail that IPP Meeting needs to be scheduled to start SDP transition process to the next year.
Optional	New PCP (Optional)	PCP completed prior to IPP/Budget Meeting (if desired by consumer/family)
Month 9	IPP Meeting/PCP Meeting	IPP/PCP meeting is scheduled 3 months in advance of transition, to discuss needs and develop budget. *Independent Facilitator to be included, if applicable. *If there is agreement to services, budget is sent to Accounting for approval If there is no agreement, IPP team reconvenes withing 15 days. A NOPA would be issued if NLACRC denied a service. *If an assessment is necessary, team reconvenes upon completion of assessment.
Month 9 or Month 10 (the latest)	Budget draft	Case Management provides approved list of services to SDP team on IPP signature page with all necessary details. *If no updated information needed, SDP specialist creates budget draft in 5 working days. Once consumer/ family agrees, budget is submitted to accounting for review to approve.
Month 11	Budget certification	Once approved: <ul style="list-style-type: none"> Accounting sends email to SDP Team informing of approval. SDP Specialist signs Budget Tool. SDP Supervisor signs Budget Tool. SDP Program Manager Signs. Accounting Supervisor signs Budget Tool, now it is a Certified Budget. Budget is sent to family for signature.
Month 12 Must be received by 15 th of the month prior to transition	Spending Plan	New Spending plan received from family, needs to be reviewed by regional center to ensure HCBS final Rule compliance, follows SDP Definitions, generic resources have been accessed, items/services are federally reimbursable & the items/services meet the consumer's IPP goals. The SDP team also checks to ensure that the spending plan has accurate information such as FMS model, UCI, and proper service codes. *If there is disagreement with an item/service on the sending plan or the team needs additional time to assess, the consumer/family will ne notified and the funds would be placed on hold. A NOPA would be issued if NLACRC was denying item/service in the spending plan.
3 days (If no issues on Spending plan)	Ebiling	<ul style="list-style-type: none"> SDP specialist sends SDP Supervisor, SDP manual authorization, FMS manual authorizations, signed spending plan, signed budget tools. SDP reviews and requests updates when necessary, i.e. wrong total amount. SDP signs and submits to SDP Program Manager for approval. SDP Program Manager signs. SDPS enters in ebiling. Accounting approves ebiling. FMS notified of approval. Letter to Family of successful transition to subsequent year of SDP.

* Changes in the timeline may occur based on individual needs