

The Individual Program Plan (IPP) team, using a person-centered planning process, develops the IPP which identifies the type and amount of all the needed goods and services to achieve the planned outcomes and ensure the participant's health and safety. The IPP team also develops the individual budget, which is the amount of regional center funding available to purchase goods and services to implement the IPP.

After the individual budget amount is determined, the participant develops a spending plan to use the available funds to purchase goods and services which meet their IPP goals and objectives. In developing their spending plan, the participant should consider the following:

Step 1: Is the Good or Service Related to the Self-Determination Participant's Needs and IPP Goals?

Each good or service in the spending plan must address an identified need or goal in the IPP.

- What is the need and how does it relate to the individual's IPP goals?
- How does the good or service help achieve the desired outcome in the IPP?
- Does the good or service increase participation in the community?

If the good or service is not related to participant's IPP need or will not help the participant achieve an IPP goal, it should not be included in the spending plan.

Step 2: Is there a Natural Support or Generic Service that Can Be Used?

Before including the good or service in a spending plan, the participant should determine if the good or service can be provided by a natural support or a generic service. In the Self-Determination Plan (SDP), participants must use available generic services first and:

- Explore if there are natural supports that might help achieve that goal or outcome. For example, an older sibling of a minor SDP participant may be available and able to watch the participant while the parent does the family's weekly grocery shopping. If this is possible it may not be necessary to use paid support and the unpaid older sibling would be considered a natural support.
- Explore if there are available generic services that might help achieve that outcome. For example, is the individual eligible for in-home supportive services (IHSS) and if so, do they receive personal care attendant (PCA) services that can be used? The regional center should assist the individual in applying for generic services.

Step 3: Are the Goods and Services Allowed Under the SDP and Medicaid?

The SDP is part of a federal government Medicaid waiver. This waiver approved a list of goods and services that may be purchased. SDP participants may only purchase goods and services that are allowed by the waiver (see Enclosure B).

- The definitions of allowed Medicaid waiver goods and services may be found [here](#). If the needed good or service falls within one of the allowed goods and services, that good or service may be listed on the spending plan.
- Some goods and services are not allowed under the SDP. The list of what is not allowed is found in Enclosure B. This list is not all inclusive.
- Some other goods and services may be provided outside of the SDP participant's budget (see Enclosure B).
- There are additional rules about purchasing Participant-Directed Goods and Services under Service Code 333. These are discussed in Step 5 below and in Enclosure C.

Step 4: Who Can Be Paid to Provide Services in the Spending Plan and What are the Provider Qualifications?

- Definitions of who is qualified will depend on the type of service. For example, some services such as nursing services or therapy services may require the person have a degree and a state license. Other services, such as a respite worker, do not have education or licensing requirements. All services must be provided by an adult and someone who is qualified to work.
- Specific service provider qualifications can be found [here](#) by searching for the specific service definition. A participant may hire someone with additional qualifications or skills if needed to meet their individual needs.
- A legally responsible person cannot be paid to provide services. This means, a person who has a legal obligation to care for another person. Legal responsibility is defined by state law, and generally includes the parents (natural or adoptive) of minor children, legally assigned caretaker, relatives of minor children, and sometimes spouses.

Step 5: Use of Participant-Directed Goods and Services

Participant-Directed Goods and Services are services, equipment or goods not otherwise provided through the SDP or through Medi-Cal, that address an identified need in the IPP (including accommodating, improving and maintaining the participant's opportunities for full membership in the community). An IPP team may consider the use of Participant-Directed Goods and Services after it has explored other possible goods and services and no other service aligns with the participant's IPP needs or goals. The Participant-Directed Goods and Services must be documented in the participant's IPP and purchased from the participant's individual budget. Experimental or prohibited treatments shall not be provided.

For Participant-Directed Goods and Services to be used, it must meet the federal waiver requirements for this service:

- The good or service would result in less need for other Medicaid services;
 - *How will this good or service result in less need for services as it relates to the desired outcome in the plan? OR*
- Promote interdependence and inclusion in the community;

- *How will this good or service promote involvement in the community as it relates to the outcome in the plan? OR*
- Increase the participant's safety in the home environment;
 - *How will the good or service promote the participant's personal safety at home, in relation to the outcome in the plan? AND*
- The good or service is not available through another funding source.
 - *Are there other sources, including available generic resources, that might fund the good or service?*

Enclosure B provides additional information about the types of goods and services that may be purchased. This list is not all-inclusive.

Step 6: Spending Plan Development and Review

- Participants develop their spending plan.
 - The spending plan shall identify the cost of each good and service that will be purchased with regional center funds. If the exact cost is not known, it may be estimated.
 - The spending plan identifies the type of person providing each service. It does not need to include the name of a specific provider.
 - The total spending plan amount cannot exceed the total individual budget amount.
- Once the spending plan has been completed, the regional center reviews the spending plan for compliance with state law, including verification that the identified goods and services are eligible for federal financial participation and are not used to fund goods or services that are available through generic agencies.
- The approved spending plan must be attached to participant's IPP.