



Kicks off process	<b>Orientation (Mandatory)</b>	Family/Consumer attends the <b>mandatory SDP Orientation</b> (NLACRC via zoom, Video on NLACRC website or via State Council-SCDD).  *SDP <b>Coaching</b> (optional) available funded by NLACRC, request via your CSC *Pre-Enrollment Transition Supports (up to 40 hours allowed), request via your CSC
Optional	<b>PCP (Optional)</b>	<b>Person Centered Plan (PCP)</b> completed by Independent Facilitator prior to IPP/Budget Meeting if desired by consumer or family  *Funded via 024 process
3 months prior to transition	<b>IPP/Budget Meeting</b>	<b>IPP/Budget meeting</b> to discuss needs and develop budget based on traditional services. <b>PCP</b> presented if completed *If there is agreement to services, budget is sent to accounting for approval If there is no agreement, IPP team reconvenes within 15 days. **If an assessment is necessary, team reconvenes upon completion of assessment.
8 weeks prior	<b>Budget draft</b>	Case Management provides approved list of services to SDP team on IPP signature page with all necessary details. Needs to be received 8 weeks prior to transition for a smooth transition. *If no updated information needed, SDP specialist creates <b>budget draft</b> in 5 working days. Once consumer/ family agrees, budget submitted to accounting for review to approve.
One week for accounting to approve (up takes 1 week to get signatures)	<b>Budget certification</b>	Once approved: <ul style="list-style-type: none"> <li>Accounting sends email to SDP Team informing of budget approval</li> <li>NLACRC signs Budget Tool, now <b>Budget Certified</b></li> <li>Budget is sent to family for signature (Must have signed to transition to SDP)</li> </ul>
Must be received by 15 <sup>th</sup> of the month prior to transition (6 weeks before)	<b>Spending Plan</b>	New <b>Spending plan</b> received by family, needs to be reviewed by FMS, CSC and SDP team to ensure HCBS final Rule compliance, follows SDP Definitions, has proper service budget codes, services based on the disability and has matching IPP goals.
Participant/family must secure an <b>FMS</b> one month prior to transition	<b>FMS</b>	The <b>FMS</b> is the "Bank" that will fund for the services. FMS must review spending plan prior to transition to SDP. FMS must also onboard on all staff and providers by 1 <sup>st</sup> of the month prior to transition. If transition 12/1 then completed by 11/1. *FMS Financial Transition Supports for up to 3 months (FTS) available to assist
3 days (If no issues on Spending plan)	<b>Ebilling</b>	<ul style="list-style-type: none"> <li>Once IPP/ADD in SANDIS: SDP specialist sends SDP Supervisor, SDP manual authorizations, signed spending plan, signed budget tools. SDPS reviews and requests updates when necessary. IE. services, generics not investigated.</li> <li>SDPS enters in ebilling</li> <li>Accounting approves <b>ebilling</b></li> <li>SDP notifies FMS notified of approval</li> <li>Letter to Family of successful transition to subsequent year of SDP</li> </ul>