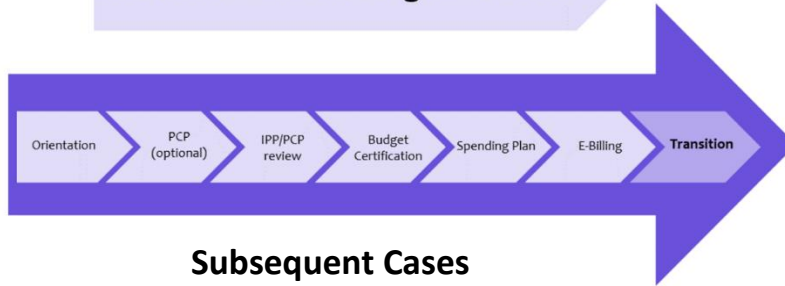


Self Determination Program Process



Subsequent Cases

At 8 months	IPP notification Letter	At 8 months, Family notified by mail IPP Meeting needs to be scheduled to start SDP transition process to the next year. *SDP Coaching (optional) available funded by NLACRC, request via your CSC *Pre-Enrollment Transition Supports (up to 40 hours allowed), request via your CSC
Optional	New PCP (Optional)	PCP completed prior to IPP/Budget Meeting if desired by consumer or family
At 9 months	IPP Meeting/PCP Meeting	IPP/PCP meeting is scheduled 3 months in advance of transition, to discuss needs and develop budget. *If there is agreement to services, budget is sent to Accounting for approval If there is no agreement, IPP team reconvenes withing 15 days. **If an assessment is necessary, team reconvenes upon completion of assessment.
8 weeks prior	Budget draft	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 budget draft in 5 working days. Once consumer/ family agrees, budget submitted to accounting for review to approve.
Takes 3 weeks	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 Budget Certified Budget is sent to family for signature
Must be received by 1 st of the month prior to transition	Spending Plan	New Spending plan 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 and has matching IPP goals.
3 days (If no issues on Spending plan)	Ebilling	<ul style="list-style-type: none"> SDP specialist sends SDP Supervisor, SDP manual authorization, FMS manual authorizations, signed spending plan, signed budget tools. SDPS reviews and requests updates when necessary. IE. services, generics not looked into. SDP signs and submits to SDP Program Manager for approval SDP Program Manager signs SDPS enters in ebilling Accounting approves ebilling FMS notified of approval Letter to Family of successful transition to subsequent year of SDP