

Self Determination Program Process

Subsequent Cases

Orientation → PCP (Optional) → IPP/PCP Review → Budget Certification → Spending Plan → E-billing → Transition

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
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 an agreement for services, budget is sent to the accounting department 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	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 is needed, SDP specialist will create budget draft within 5 working days. Once consumer/family agrees, budget will be submitted to the accounting department for review to approve.
Takes 3 weeks	Budget certification	Once approved: - Accounting sends email to SDP Team informing of budget approval - NLACRC signs Budget Tool, now Budget Certified - Budget is sent to family for signature Must have signed to have approved in ebilling
Must be received by 1st of the month prior to transition	Spending Plan	New Spending plan received from family: - needs to be reviewed by FMS - ensure HCBS final Rule compliance - follows SDP Definitions - Proper service budget codes used - Generics Resources look into first - Must be based on disability - Each service has a matching IPP goal.
3 days (If no issues on Spending plan)	Ebilling	SDP processes all SDP and FMS authorizations in ebilling - Accounting approves ebilling - SDP notifies FMS of approval - Letter to Family of successful transition to subsequent year of SDP