



North Los Angeles Regional Center

and

Self-Determination Program  
Local Volunteer Advisory Committee

## **Independent Facilitator Guidebook**

Updated June 2026

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## Contact Information



### Contacting NLACRC

#### 48-72 hours Callback Policy

CSCs often meet with other families. If you leave a detailed message, they will respond within 48-72 hours.

#### On Duty (OD)

#### Staff

For urgent or time-sensitive issues, please call:  
SFV [\(818\) 778-1900](tel:8187781900)  
SCV [\(661\) 775-8450](tel:6617758450)  
AV [\(661\) 945-6761](tel:6619456761)  
and ask to speak to the On Duty Staff.

#### After

#### Hours

An On-Call service is available after hours for emergencies that can't wait until the next workday.

## Office Hours

North Los Angeles County Regional Center (“NLACRC”) is open Monday-Friday, 8:30 AM- 5:00 PM. NLACRC is closed on Saturday, Sunday, and observed holidays. You can call NLACRC when the office is closed if you have an urgent matter. If you have a medical emergency, please call 9-1-1. For all other matters, you should call the main phone number where you are served:

- San Fernando Valley Office: (818) 778-1900
- Antelope Valley Office: (661) 945-6761
- Santa Clarita Valley Office: (661) 775-8450

## Contact Your Planning Team

Call or email your Service Coordinator (CSC)



Call On Duty Specialist (OD) if immediate help is needed



Call or email Consumer Services Supervisor



Call or email Consumer Services Manager



Call or email Consumer Services Director

\*\*\* SDP does not make Case Management Decisions

SDP Team assists with guiding the Service Coordinator (CSC) in the SDP process

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**Contact your Service Coordinator (CSC)** You should contact your Service Coordinator whenever you need assistance or if there are any changes in the participant's life. This ensures that NLACRC can provide appropriate support and adjust program planning as needed.

Service Coordinators are expected to respond to voicemails or emails within 72 hours and no later than the following business day.

**Contact the On-Duty Staff (OD)** If you do not receive a response from your Service Coordinator within 72 hours or by the end of the next business day for matters needing immediate attention, please contact the Officer of the Day (OD). The OD will collect your information and assist you with your concern.

To reach the On Duty (OD) staff, call the main line for the office that serves you and or the participant and ask to be transferred to the On Duty (OD) staff:

- San Fernando Valley Office: (818) 778-1900
  - Antelope Valley Office: (661) 945-6761
  - Santa Clarita Valley Office: (661) 775-8450

## Consumer Services Supervisor

If you do not get a response from your service coordinator, you may reach out to their supervisor. If you need the name or contact information of your Service Coordinator's supervisor, or if you are in the process of being assigned to a new Service Coordinator, you may call the OD staff. They can provide you with your Service Coordinator's information or assist in getting you assigned to one if you do not have one.

- San Fernando Valley Office: (818) 778-1900
  - Antelope Valley Office: (661) 945-6761
- Santa Clarita Valley Office: (661) 775-8450

## Consumer Services Program Manager

If you have not been able to contact your CSC or Supervisor, you may reach out to the Manager who oversees your case.

- San Fernando Valley Office: (818) 778-1900
  - Antelope Valley Office: (661) 945-6761
- Santa Clarita Valley Office: (661) 775-8450

## Consumer Services Directors

Antelope Valley and Santa Clarita office:  
Silvia Renteria Haro [sharo@nlacrc.org](mailto:sharo@nlacrc.org)

San Fernando Valley office:

Sarah Yap [syap@nlacrc.org](mailto:syap@nlacrc.org)  
Donna Rentsch [drentsch@nlacrc.org](mailto:drentsch@nlacrc.org)

## Additional SDP Contacts

### SDP Team Management and Specialists (updated June 2026)

If you have reached out to CSC twice, including their supervisors, and still need help with general questions about the Self-Determination Program that do not involve IPP planning, you may contact the SDP Team.

SDP Team Management			
Name	Title	Role in SDP Program	Email
Silvia Renteria-Haro	Consumer Services Director Antelope Valley & Santa Clarita	SDP - Director	<a href="mailto:sharo@nlacrc.org">sharo@nlacrc.org</a>
Robin Monroe	Consumer Services Manager Santa Clarita Office	SDP- Manager	<a href="mailto:rmonroe@nlacrc.org">rmonroe@nlacrc.org</a>
Megan Briley	SDP Supervisor	SDP Staff & Specialists	<a href="mailto:mbriley@nlacrc.org">mbriley@nlacrc.org</a>

SDP Specialists			
Name	Title	Alphabetical Index	Email
Abner Ripoll	SDP Specialist	Consumer Last Names (SFV) A-H	<a href="mailto:aripoll@nlacrc.org">aripoll@nlacrc.org</a>
Claudia Fauley (Bilingual Spanish)	Participant Choice Specialist	Consumer Last Names (SFV) I-Q	<a href="mailto:claudiafauley@nlacrc.org">claudiafauley@nlacrc.org</a>
Travis Cunha	SDP Specialist	Consumer Last Names (SFV) R-Z	<a href="mailto:tcunha@nlacrc.org">tcunha@nlacrc.org</a>
Angela Gustave-Morgan (Bilingual Spanish)	SDP Specialist	Consumer Last Names (SCV) A-M	<a href="mailto:agustavemorgan@nlacrc.org">agustavemorgan@nlacrc.org</a>
Tami Dolin	SDP Specialist	Consumer Last Names (SCV) N-Z	<a href="mailto:tdolin@nlacrc.org">tdolin@nlacrc.org</a>
Karina Nilsson	Participant Choice Specialist	Consumer Last Names (AV) A-M	<a href="mailto:knilsson@nlacrc.org">knilsson@nlacrc.org</a>
Elizabeth Rodriguez (Bilingual Spanish)	Participant Choice Specialist	Consumer Last Names (AV) N-Z	<a href="mailto:eviera@nlacrc.org">eviera@nlacrc.org</a>

## SDP CSC Lead Trainers

SDP CSC Lead Trainers carry a caseload of up to 40 and are responsible for training and supporting other CSCs in IPP planning for SDP cases. You can recommend that your CSC reach out to their lead trainer if they need assistance.

SDP CSC Lead Trainers			
San Fernando Valley – Lead Trainers			
Unit	Name	Email	Supervisor
School Age	Kimberly Luna	<a href="mailto:kluna@nlacrc.org">kluna@nlacrc.org</a>	Chantelle Crown <a href="mailto:ccrown@nlacrc.org">ccrown@nlacrc.org</a>
School Age	Everleigh Ortega	<a href="mailto:eortega@nlacrc.org">eortega@nlacrc.org</a>	Liz Campos, M.S. <a href="mailto:lcampos@nlacrc.org">lcampos@nlacrc.org</a>
Transition	Briana Sanchez	<a href="mailto:brsanchez@nlacrc.org">brsanchez@nlacrc.org</a>	Elizabeth Flores <a href="mailto:eflores@nlacrc.org">eflores@nlacrc.org</a>
Transition	Lorena Lopez	<a href="mailto:llopez3@nlacrc.org">llopez3@nlacrc.org</a>	Yemiserach Robinson-Chiles <a href="mailto:yrobinson@nlacrc.org">yrobinson@nlacrc.org</a>
Adult	Vacant	<a href="#">Vacant</a>	Summer Leal <a href="mailto:sleal@nlacrc.org">sleal@nlacrc.org</a>
Adult	Ani Gharibyan	<a href="mailto:agharibyan@nlacrc.org">agharibyan@nlacrc.org</a>	Anna Sargsyan <a href="mailto:asargsyan@nlacrc.org">asargsyan@nlacrc.org</a>
Santa Clarita Valley – Lead Trainers			
School Age	Heather Gonzales	<a href="mailto:hgonzales@nlacrc.org">hgonzales@nlacrc.org</a>	Lynette Jackson <a href="mailto:ljackson@nlacrc.org">ljackson@nlacrc.org</a>
Transition	Kevin Gaede	<a href="mailto:kgaede@nlacrc.org">kgaede@nlacrc.org</a>	Gerald Calderone, <a href="mailto:gcalderone@nlacrc.org">gcalderone@nlacrc.org</a>
Adult	Vanessa Carchi-Larios	<a href="mailto:vcarchi@nlacrc.org">vcarchi@nlacrc.org</a>	Marlene Pinotti <a href="mailto:mpinotti@nlacrc.org">mpinotti@nlacrc.org</a>
Antelope Valley -Lead Trainers			
School Age	Giselle Guillen	<a href="mailto:gguillen@nlacrc.org">gguillen@nlacrc.org</a>	Magali Espinoza, <a href="mailto:mespinoza@nlacrc.org">mespinoza@nlacrc.org</a>
Transition	Aiyanna Brackin	<a href="mailto:ABrackin@nlacrc.org">ABrackin@nlacrc.org</a>	Carol Armstrong, <a href="mailto:carmstrong@nlacrc.org">carmstrong@nlacrc.org</a>
Transition	Kenia Herrera	<a href="mailto:KHerrera@nlacrc.org">KHerrera@nlacrc.org</a>	Nana Oddei <a href="mailto:noddei@nlacrc.org">noddei@nlacrc.org</a>
Adult	Andrea Mojica	<a href="mailto:amojica@nlacrc.org">amojica@nlacrc.org</a>	Raul Gonzalez <a href="mailto:ragonzalez@nlacrc.org">ragonzalez@nlacrc.org</a>
Adult	Alejandra Campa	<a href="mailto:acampa@nlacrc.org">acampa@nlacrc.org</a>	Fernanda Zavalza <a href="mailto:fzavalza@nlacrc.org">fzavalza@nlacrc.org</a>

# Process and Policy

## SDP Initial Transition Timeline Process

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

Mandatory	<b>Orientation (Mandatory)</b>	Family/Consumer attends the <b>mandatory SDP Orientation</b> (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 up to \$1,000 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</li> </ul> <b>Must have signed to transition to SDP</b>
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/CSC/Family of approval</li> </ul>

## Subsequent Year Timeline Process

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

At 8 months	<b>IPP notification Letter</b>	At 8 months, Family notified by mail <b>IPP Meeting</b> 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	<b>New PCP (Optional)</b>	<b>PCP</b> completed prior to IPP/Budget Meeting if desired by consumer or family
At 9 months	<b>IPP Meeting/PCP Meeting</b>	<b>IPP/PCP</b> 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	<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 is needed, SDP specialist will create <b>budget draft</b> within 5 working days. Once consumer/family agrees, budget will be submitted to the accounting department for review to approve.
Takes 3 weeks	<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</li> </ul> <b>Must have signed to have approved in ebilling</b>
Must be received by 1st of the month prior to transition	<b>Spending Plan</b>	<b>New Spending plan received from family:</b> <ul style="list-style-type: none"> <li>needs to be reviewed by FMS</li> <li>ensure HCBS final Rule compliance</li> <li>follows SDP Definitions</li> <li>Proper service budget codes used</li> <li>Generics Resources look into first</li> <li>Must be based on disability</li> <li>Each service has a matching IPP goal.</li> </ul>
3 days (If no issues on Spending plan)	<b>Ebilling</b>	<b>SDP processes all SDP and FMS authorizations in ebilling</b> <ul style="list-style-type: none"> <li>Accounting approves ebilling</li> <li>SDP notifies FMS of approval</li> <li>Letter to Family of successful transition to subsequent year of SDP</li> </ul>

## Progress Report Still Needed in SDP

What progress reports need to cover:

What progress was made? What still needs to be worked on? Are there any barriers that are making it difficult for him to reach goals? Why is the service still needed, recommended hours and if a fade out plan is needed.

The following services require annual progress reports:

1. Behavioral Services such as ABA, behavioral level respite and behavioral level personal assistance
2. Adaptive Skills (AST)
3. Social Skills
4. Independent Living Services (ILS)
5. Parenting Support Services
6. Speech
7. Occupational Therapy
8. Assisted Technology (AAC) Training
9. Behavioral day program
10. Supported Living Services (SLS)

## Optional Progress Report Template

### Regional Center Progress Report for SDP Participants

Participant's Name: \_\_\_\_\_

**Service Type:** (ABA/AST/Behavior-Level Respite/Behavior-Level PA/Behavioral Day Program/ ILS /Occupational Therapy/ Parent Support Services / SLS/Social Skills Services/Speech Therapy)

*(If you use an agency, they can prepare the report using their own template.)*

#### 1. Progress Made

Describe what goals or skills you or the participant has improved in.

Give clear examples (e.g., "I am now able to prepare simple meals with less support," or "She is asking for help instead of crying").

#### 2. Areas Still Needing Work

List the skills or goals that are still in progress.

Be specific about what still needs practice (e.g., "Needs reminders to manage money," or "Still working on following a full bedtime routine independently").

#### 3. Barriers or Challenges

Note anything that makes it harder to reach the goals.

Examples: health issues, limited family support, changes at school/work, emotional struggles, lack of consistency.

#### 4. Why Services Are Still Needed

Explain why continued support is important.

Example: “She needs help learning how to stay safe in the community,” or “I am learning slowly and need more time to practice.”

#### 5. Recommended Hours

Recommendation: (Keep same / Increase / Decrease)

If a fade-out plan is suggested, describe it (e.g., “Reduce by 2 hours every 3 months as skills improve”).

#### 6. Additional Notes

Anything else that will help the team understand progress and needs.

Example: family feedback, new goals, or changes in daily life.

NLACRC Website: [nlacrc-progress-report-template-1-1-1.pdf](https://www.nlacrc.org/wp-content/uploads/2016/06/nlacrc-progress-report-template-1-1-1.pdf)

## Person-Centered Plan Independent Facilitator Invoice Process

### PCP Reimbursement Process 024:

After PCP has been approved by participant and submitted to CSC:

- Person Centered Plan – from Independent Facilitator
- PCP Invoice-from Independent Facilitator
- IF/PCP Certificate-from Independent Facilitator
- Manual 204 completed by CSC
- Addendum or S-IPP -completed by CSC

\*This process takes 4-6 weeks. (It goes to Community Services and then to Accounting)

\*\*Up to \$1,000

## Person-Centered Plan Invoice

### What needs to be on an invoice:

- Hourly or daily rate charged by the SDP Provider
- SDP Service Code
- Date each service/task was provided

- Description of specific service/task provided
  - The amount of time spent on each service/task
  - Total cost of the service/task provided
  - A statement that all services specified in the invoice have been provided to the participant
-

**Initial Person-Centered Plan (Service Code 024),and General Self-Directed Supports (Service Code 099),- Sample Invoice Template**

**Initial Person-Centered Plan (Service Code 024) and General Self-Directed Supports (Service Code 099) – Sample Invoice Template**

Name:  
 Address:  
 Phone Number:  
 Hourly Billing Rate:

Name of Participant:  
 UCI Number:  
 Regional Center:

Month/Year:

Date	Specific Service/Task	Time by Task	Cost of Task
X/X/XXXX	Service/Task 1: Description of service/task performed.	Amount of time spent on service/task	Amount of time x hourly billing rate
X/X/XXXX	Service/Task 1: Description of service/task performed.	Amount of time spent on service/task	Amount of time x hourly billing rate
		Total Hours	Total Cost

**Acceptable examples** (based on an hourly rate of \$50)

Date	Specific Service/Task	Time by Task	Cost of Task
7/14/2023	Met with individual to draft spending plan.	1.75 hours	\$87.50
7/25/2023	Contacted a potential provider to determine availability to provide services.	0.50 hours	\$25.00
		Total Hours: 2.25	Total Cost: \$112.50

**Non-acceptable examples**

Date	Specific Service/Task	Time by Task	Cost of Task
7/2023	Provided pre-enrollment transition supports.	12.75 hours	\$637.50
7/2023	Monthly pre-enrollment services.	As needed	\$500.00 monthly fee

**[RFV Link](#)**

**REQUEST FOR VENDORIZATION**  
**(RFV)**  
**Self-Directed Support Services for the Self Determination Program**  
**(Service Code 099)**  
**Published Date: November 16, 2022**  
**Closing Date: To be Determined (TBD) and/or until need is filled**

**PROJECT OVERVIEW**

North Los Angeles County Regional Center (NLACRC) is releasing this Request for Vendorization (RFV) to seek qualified Self-Directed Support Services providers to assist Self Determination Program (SDP) participants and their families who are enrolling into SDP. The Self-Directed Support Services vendors will create an Initial Person-Centered Plan and/or provide Pre-Enrollment Transition Supports to participants and their families who have completed an SDP orientation and who are transitioning to enrollment in the SDP. For more information regarding the service please see the Department of Development Services Directive released July 28, 2022 [Person Centered Planning and Self Directed Supports Guidance \(ca.gov\)](#)

Per the updated Department of Developmental Services (DDS) Directive released March 20, 2023 a standardized vendorization packet is available for this service [SDP Standardized Vendorization Packet for Pre-Enrollment Services \(ca.gov\)](#). Please see “Standardized Vendorization Packet Content Requirements” and “Standardized Vendorization Process” below.

**INDIVIDUALS TO BE SERVED**

This service will be provided to individuals diagnosed with a developmental disability, found eligible for regional center services, who are also in need of supports while transitioning into SDP. Services will be for all ages.

**LOCATION & LANGUAGE SPECIFIC**

Self-Directed Support Services are being requested to be provided in any and or all three valleys located within the NLACRC catchment: San Fernando Valley, Antelope Valley, and Santa Clarita Valley. In addition, services are being requested in at least 1-3 other languages, besides English, listed below. See Proposal Title page for details.

American Sign Language (ASL)	Japanese
Arabic	Khmer
Armenian	Korean
Chinese – Cantonese	Persian (Farsi)
Chinese – Hakka	Russian
Chinese – Mandarin	Spanish or Spanish Creole
Chinese – Other	Tagalog
Hebrew	Vietnamese
Hindi	Other

**PROPOSED MODELS OF SERVICE/RATIO**

A vendored Self Directed Supports Services provider may assist a consumer transitioning into SDP, who has completed an SDP orientation, and requested the development of a Person-Centered Plan. A Person-Centered Plan written by the vendored Self Directed Supports Provider should describe what the potential SDP participant wants their life to be like in the future so they can work towards their goals. It is based on their strengths, capabilities, preferences, lifestyle and culture. It can also be used to inform the writing of the Individual Program Plan (IPP).

Vendored “Pre-Enrollment Transition Supports” are split between General Self-Directed (General SD) Supports and Financial Management Services Self-Directed (FMS SD) Supports. General and FMS SD Supports are authorized to be provided after SDP orientation and before a potential SDP participant is enrolled in SDP. This service is for any assistance, coaching and/or training supports needed by a potential SDP participant and their family or their representative to successfully enroll in SDP. This does not include supports related to developing an Initial Person-Centered Plan.

All Self-Directed Support Services will be delivered at a 1:1 provider-to-participant ratio.

#### RATE OF REIMBURSEMENT

NLACRC may purchase and make payment up to \$1,000 for the Initial Person-Centered Plan created by a Self-Directed Supports provider.

Separately, the 099 service is funded at an hourly rate, as established by the Department of Developmental Services. The current rate of reimbursement is \$50.48/hr. Regional centers may authorize payment for up to 40 hours.

#### MINIMUM QUALIFICATIONS FOR APPLICANTS

##### General Self-Directed (General SD)

Vendors seeking to provide General SD Supports must submit a written qualification statement indicating their knowledge and/or experience in each of the following: knowledge of people with developmental disabilities, through lived experience, and/or one year of formal paid experience; completion of a training course about the self-determination program; and, knowledge of the Lanterman Developmental Disabilities Services Act, including SDP requirements.

##### Financial Management Services Self-Directed (FMS SD)

Vendors seeking to provide FMS SD Supports must be a current FMS vendor for SDP participants and show a demonstrated ability to provide the duties indicated within the “Model of Service” above.

#### DEADLINE FOR SUBMISSION

To be Determined (TBD) and/or until need is filled.

#### STANDARDIZED VENDORIZATION PACKET CONTENT REQUIREMENTS

Directive:

<https://www.dds.ca.gov/wp-content/uploads/2023/03/SDP-Standardized-Vendorization-Packet-for-P-re-Enrollment-Services.pdf>

Attachment A: [Vendor Packet Checklist](#)

Attachment B: [General Self-Directed Supports Qualifications and Agreement Form](#)

Attachment C: [Financial Management Services Self-Directed Supports Qualifications and Agreement Form](#)

Attachment D: [DS 1890 Vendor Application](#)

Attachment E: [DS 1891 Applicant/Vendor Disclosure Statement](#)

Attachment F: [Conflict of Interest Form](#)

Attachment G: [Business Associate Agreement/HIPAA Form](#)

Attachment H: [Home and Community Based Services Provider Agreement Form](#)

Attachment I: [W-9 Request for Taxpayer Identification Number and Certification](#)

## STANDARDIZED VENDORIZATION PROCESS

Applicants seeking to be vendored to provide General Self-Directed Supports must submit Attachments: B, D, E, F, G, H and I. A review of the information will be conducted by NLACRC and the applicant will be notified of approval or denial of the application. Upon approval of the submitted packet NLACRC will provide “E-Billing” forms necessary to set up payment. If further information and or documentation is necessary NLACRC will inform the applicant and submit a request to DDS.

Applicants seeking to be vendored to provide Financial Management Self-Directed Supports must currently be vendored to provide Financial Management Services (FMS) and submit Attachments: C, D, E, F, G, H and I. A review of the information will be conducted and the applicant will be notified of approval or denial of the application. Upon approval of the submitted packet NLACRC will provide “E-Billing” forms necessary to set up payment. If further information and or documentation is necessary NLACRC will inform the applicant and submit a request to DDS.

## SUBMISSION OF VENDORIZATION PACKETS

Applicants responding to the RFV shall bear all costs associated with the development and submission of the standardized vendorization packet.

Applicants must submit the completed vendorization packets in PDF format to [resourcedevelopment@nlacrc.org](mailto:resourcedevelopment@nlacrc.org). No fax copies or physical copies dropped off at NLACRC will be accepted.

The packets must be complete and submitted electronically via email.

For any further inquiries and or questions regarding this service or RFV please contact [resourcedevelopment@nlacrc.org](mailto:resourcedevelopment@nlacrc.org).

Contact Information for 099 vendorization questions: -  
resourcedevelopment <[resourcedevelopment@nlacrc.org](mailto:resourcedevelopment@nlacrc.org)>

## How to become a 099 Courtesy Vendor

NLACRC provides courtesy vendorization on an **individual client basis**. The client needs to place a request with their CSC.

- NLACRC 099 Vendorization is Case Specific.
- Hourly rate: \$50.48 for NLACRC
- CSC starts the Out-of-Area Courtesy Vendorization OOA process. Rate is determined by vendoring RC.

## Pre-Enrollment Self-Directed Support – Independent Facilitator Vendored

### Pre-Enrollment Transition Supports (099)

Self-Directed Supports (SD Supports) occur after a consumer completes a Self Determination Program (SDP) orientation and before potential enrollment in the SDP.

1. IPP Planning to determine need
2. Provider must be vendored with a RC
3. Up to 40 hours total (Exceptions per IPP planning)
4. Documented in IPP or Addendum
5. Traditional POS in SANDIS

\*Hourly rate set in SANDIS

\*If Out of Area IF- Courtesy Vendorization OOA needed if 099 vendor not in SANDIS

## How to provide 099 Participant Directed Services

### Participant Directed Services (PDS) – non-vendored

General Self-Directed Supports through Participant-Directed Services (PDS) are available to provide coaching or training needed by the individual or family to successfully transition into SDP. PDS shall be paid through a Financial Management Service (FMS)

1. IPP Planning to determine need
2. Up to 40 hours at the total rate of the Financial Management Service primary vendor rate
3. Provider does not need to be vendored
4. Submit to SCSC:
  - a. Manual POS for General Supports auth (099), Subcode PDS
  - b. Manual POS FMS auth (490)
  - c. Addendum
  - d. Face Sheet

The FMS shall confirm that providers of General SD Supports are eligible to provide Medicaid services per Welfare and Institutions Code, Division 9 Part 3

### CSC PDS 099 Steps for PPL:

- IPP planning and agreement up 40 hours
- CSC Referral to PPL [California Participant Directed Services \(CA PDS\) Referral Form \(Page 1 of 4\)](#)
- IPP Addendum documenting agreement
- IPP POS authorizations 490 and PDS (for the 099)
- Please send the final authorization and/or POS, which include the SANDIS approved auth number to :[CA\\_REG\\_PPLAE@pplfirst.com](mailto:CA_REG_PPLAE@pplfirst.com). Instructions on attached flyer as well.
- IF needs to be onboarded by PPL
- PPL will process auths and pay IF , usually up two weeks once everything is submitted and entered in their system

PPL PDS Enrollment email: [capdsenrollment@pplfirst.com](mailto:capdsenrollment@pplfirst.com)

For questions contact Kevin Gaede [kgaede@nlacrc.org](mailto:kgaede@nlacrc.org)

## Pre-Enrollment Supports for Self-Determination Program (099-PDS) Process

099-PDS services help after your Person-Centered Plan is done and support your move into the Self-Determination Program. You choose who provides these supports—they don't have to be vendored with your regional center. This is often done by an Independent Facilitator (IF).

### Plan to start 099 request before you want to start services

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#### Step 1: Participant Chooses Independent Facilitator

- Decide what kind of help you need and who you want to provide it.
- You do not have to use regional center vendored providers—you can choose anyone qualified.
  - To qualify, a provider must:
    - Have experience with people with developmental disabilities (lived or paid experience—at least 1 year);
    - Complete a training about the SDP; and
    - Understand the Lanterman Act and SDP rules.

#### Step 2: Independent Facilitator Sends Info to Service Coordinator

The Independent Facilitator sends written details to the Service Coordinator, including:

- What services they will provide ([service options](#)),
- How many hours (up to 40), and
- SC provides hourly rate (based on Financial Management Service primary vendor regional center [rate](#)).

#### Step 3: IPP Team and Service Coordinator Actions

- The team agrees on the services, number of hours, and rate.
- Service Coordinator updates the participant's IPP to include the new service and participant signs addendum.
- Service Coordinator requests Purchase of Service (POS) as two authorizations

- General SD Supports (service code 099, subcode “PDS”)
- Financial Management Service (FMS), Fiscal Agent (service code 490)
- The Service Coordinator will send the Face Sheet to the Financial Management Service (FMS)
- The Service Coordinator will provide contact information for the FMS vendored for Participant-Directed Services (this FMS may differ from the one the participant chooses for their own SDP) to the consumer and provider.

#### **Step 4: Independent Facilitator Onboarding with FMS**

The Independent Facilitator gives the FMS:

- W-9 form
- [SDP General Supports Qualifications and Agreement Form](#)\*
- [HCBS Provider Agreement Form](#)\*
- Business license (if required)\*\*

\* Per DDS Directive ([July 2, 2024](#))

\*\* Per Participant-Directed Services (PDS) [waiver](#) requirements

#### **Step 5: What the FMS Does**

- Onboards Independent Facilitator, confirming they are qualified
- Works with the regional center to receive POS authorization
- Tells the Independent Facilitator the start date (services done prior to start date cannot be invoiced)
- Pays the Independent Facilitator once the POS is active

#### **Step 6: Invoicing**

The participant approves hours invoiced by the Independent Facilitator:

- The IF sends a monthly invoice (use [template](#)).  
The participant or family must approve it using one of these methods:
  - Participant signs the invoice (digital or physical), and IF sends it to FMS
  - or-
  - IF emails invoice to participant who forwards to the FMS stating hours are approved

# PPL Process for Independent Facilitators:



## Service code 099 for PDS

Vendor information: PQ8482

### Who is PPL?

We are an FMS (Financial Management Services) company. We support people through self-direction programs such as:

- Participant Directed Services (PDS). Vendor No. PQ8482.
- FMS Model for PDS Fiscal/Employer Agent (F/EA) service code is 490

We have been an FMS company for over 25 years, and our experience is unmatched. We are a trusted partner in 20 states and love serving Californians. We are a key partner for those accessing and using SDP and PDS.

We take this partnership seriously by being reliable and accountable in the self-direction journey. The people that work at PPL are passionate about what they do and how self-direction changes lives.

### What do we do?

Participants in PDS are federally required to use an FMS. We help participants:

- Onboard PDS provider for approved services,
- Assist their employees and workers to get started with services they choose,
- Process timesheets, pay their workers, and manage their taxes,
- Ensure services for participants comply with all state and federal requirements.

Need more information?

[capds-cs@pplfirst.com](mailto:capds-cs@pplfirst.com)

833-202-6175

[pplfirst.com/programs/california/ca-pds](http://pplfirst.com/programs/california/ca-pds)

### How to get paid for 099 services?

- The participant you are working with must be registered with PPL before you can get paid.
- Once PPL receives the referral, PPL will reach out to the participant.

### Where do you send the referral?

- Complete our online [Referral Form](#)
- OR send it to: [capdsenrollment@pplfirst.com](mailto:capdsenrollment@pplfirst.com)

### IF Onboarding Process:

- The IF will complete PPL paperwork.
- The following is required and will be uploaded in PPL's system:
  - W9 Form
  - Qualifications and Agreement Form
  - HCBS Provider Agreement Form
  - Business license or confirmation that is not required (based on the business not the person's address)
  - OIG and SAM checks
- Contact [capdsenrollment@pplfirst.com](mailto:capdsenrollment@pplfirst.com) for questions.

### Authorization and Invoicing:

- PPL will receive confirmation that the Regional Center has authorized the service.
- The IF will submit the invoice with the UCI number.
- PPL will pay the IF directly.
- Please send POS and or/Authorizations which include the SANDIS number to [CA\\_REG\\_PPLAE@pplfirst.com](mailto:CA_REG_PPLAE@pplfirst.com)
- Please send invoices to [capds@pplfirst.com](mailto:capds@pplfirst.com)

## Current PDS Vendors:

Line	1	2	3	4	5	6	7	8	9	10	11	12
Service Code	Service Sub-Code	Unit Type Code	Current Unit Rate	POS Number	Vendor Name	Resource Name	Phone Number	Resource Address				
000001	99	PDS	HD	56.490	H50825	PREMIER HEALTHCARE SVCS.	855-288-6701	100 W RINCON AVE				
000002	99	PDS	HD	49.890	PA2598	RIDGELINE FMS	916-234-6415	670 AUBURN FOLSOM RD #10				
000003	99	PDS	HD	50.480	PH2596	CAMBRIAN FMS	562-498-1800	5199 E PACIFIC CST HWY10				
000004	99	PDS	HD	50.480	PQ8482	PUBLIC PARTNERSHIPS LLC	234-529-5321	3111 CAMINO DEL RIO N,40				
*****	*****	End of report	*****									

\* Ace FMS PW8671 in process of vendorization

## Self-Determination Program Check Run Schedule

[2026-SDP Check Run Schedule](#)

## North Los Angeles County Regional Center Accounts Payable Department

ACCOUNTS PAYABLE	Title	Vendor Checks, EFT and Termination Forms	Back Up Staff
Robert Gan	Accounting Supervisor - POS		Justice
Maria Funa	Accounting Specialist	#'s, A - Beg	Perla/Julie
Perla Tan	Accounting Specialist	Beh - Cha	Maria/Julie
Clara Soto-Richards	Junior Accountant	Chb - Ek	Maggie
Marine Zakaryan	Accounting Specialist	El - Hol	Sangita
Julie Del Villar (temporary)	Accounting Specialist	Hom - L	Maria/Perla
Maggie Vazquez	Accounting Specialist	M - Nurture	Daniel
Sangita Mistry	Accounting Specialist	Nurturi - Rif	Marine
Sunny Han	Accounting Specialist	Rig - S	Jungyoon
Jungyoon Choi	Accounting Specialist	T - Z	Sunny
Vacant	Accounting Specialist		

# Budget and Spending Plan Information

## NLACRC Rates

[Complete Rate Models by Regional Center : CA Department of Developmental Services](#)

For rates not included on the vendor rate list, please contact your CSC.

## NLACRC Purchase of Service Policies

<https://www.nlacrc.org/about-us/transparency-accountability/policies-dei/pos-policies/>

## Common General Traditional Services for Budget Development

### Most Common Services for a child age 3-13\*

#### **Instructional Services**

Adaptive Skills Training  
Behavioral Intervention Services (ABA)  
Behavioral Health Treatment  
Social Skills Training

#### **Family Support Services**

Respite  
Day Care  
Personal Assistance  
Counseling Services  
Continence Supplies (diapers)  
Insurance Deductible/Copayment  
Interpreter/Translation Services

### Most Common Services for Regional Center Client age 14-21

#### **Instructional Services**

Adaptive Skills Training  
Behavioral Intervention Services  
Community Integration Training  
Educational Services  
Independent Living Skills Training  
Social Skills Training  
Vocational Services

#### **Family Support Services**

Respite  
Day Care

Personal Assistance Services  
Counseling Services  
Continence Supplies  
Interpreter/Translation Services  
In-Home Support Services

### **Most Common Services for a regional center client age 22 & over**

#### **Instructional Services**

Adaptive Skills Training  
Adult Day Services  
Behavioral Intervention Services  
Community Integration Training  
Independent Living Skills Training  
Money Management  
Residential Services  
Social Skills Training  
Supported Living Services  
Vocational Training & Supported Employment

#### **Family Support Services**

Day Care  
Respite  
Personal Assistance  
Continence Supplies  
Counseling Services

The list does not have every service that you can receive or that can be funded for by NLACRC.  
It is to inform you about the most common services used by NLACTC consumers and families

\*NLACRC does not pay for services that have not been proven to be effective

## **Generic Resources**

- A "generic" resource is any agency that gets public funds to provide services and is required to serve the public.
- Even if the regional center isn't paying for a service, the Individualized Program Plan (IPP) may still include resources and support from these generic sources.
- Per the Lanterman Act, the regional center is deemed the "payer of last resort," requiring it to exhaust all other funding options before utilizing its resources for services.

NLACRC page on Generic Resources:

## NLACRC SDP Resources

Find up-to-date information on monthly Independent Facilitator meetings, coaching services, SDP Workbook, SDP Support Group, and more...

Self-Determination information located on the NLACRC Website:

[Self-Determination Program -North Los Angeles County](#)

## Behavioral, Adaptive Skills Training, and LVN Services in Budget

ABA Behavioral in Budget will require service on spending plan

- Supervision: Master Level BCBA to provide supervision and progress reports
- Direct Service Provider does not have to have specific level of training

Adaptive Skills Training

- Supervision: Based on level in budget (Master/Bachelors) must be in spending
- Direct Service Provider: does not have to have specific level of training

Behavioral hours may be divided between supervision and direct service provider. Example: if a Master Level Rate is provided in budget, Master Level supervision will be required on the spending plan.

LVN in Budget

- LVN must be on spending plan

## Spending Plan Requirements

What must be included in the Spending Plan?

- Budget year
- Name/vendor code of the FMS agency
- FMS model
- Number of employees/providers on the spending plan
- Type of service or support
- Name of the provider
- Hourly or monthly cost
- Frequency of service
- Total yearly cost
- IPP goals for each service/support

The total cannot exceed the participant's individual budget

**To be on a spending plan each line item must meet the following:**

1. Federally Reimbursable - SDP Service Code based on SDP Definitions Self-Determination Program Service Definitions
2. Access Generic Resource First

3. Related to IPP goal and the regional center qualifying disability.

\*\*Best practice to identify the IPP goal each item is related to on the spending plan

## Delayed Annual Renewal

If you do not receive a signed (by both regional center and participant) North Los Angeles County Regional Center Individual Program Plan Agreement and Signature Form one month prior to the renewal date then the budget will stay the same for the next year (excluding one time expenses). A signed IPP page will be created for next year based on prior budget.

The spending plan may be updated (if you add new services but it may slow the process).

## Financial Service Providers

Find information on the Financial Management Service providers that work with NLACRC here:  
<https://www.nlacrc.org/wp-content/uploads/2026/01/financial-management-service-providers-12.1.2025-b.pdf>

DDS Financial Management Service List:

<https://www.dds.ca.gov/initiatives/sdp/financial-management-service-contact-list/>

**\*\*FMS as Bill Payer (315):** (also known as the Fiscal Agent model) A participant may choose this model of FMS provider when goods or services are purchased from a business. The FMS providing services in this capacity writes checks and pays for goods and services listed in the IPP. No employer/employee relationship exists between the FMS, the service services provided. The business maintains the employer/employee relationship with any workers and therefore is responsible for all applicable employment laws and taxes and to obtain appropriate insurances (i.e., worker's compensation).

**Participant and FMS as Co-Employer (316):** A participant may choose this model if they want to share some of the employer roles and responsibilities with an FMS. While the FMS provider in this model is the employer of record, the participant maintains the ability to hire and terminate employees with input from the FMS provider. The FMS provider maintains the primary employer liability and required insurances. The FMS also assists by verifying provider qualifications and processing payroll.

**Participant as Sole Employer (317):** (also known as the Fiscal/Employer Agent) A participant may choose this model if they want to be the direct employer of those providing services. The FMS providing services in this model assists the participant to abide by all applicable employment laws, verifies provider qualifications and processes payroll. **The participant is required to obtain any necessary insurances related to employment (e.g., worker's compensation).**

**Self-Determination Program  
Financial Management Service (FMS) Monthly Rates  
Effective May 1, 2023**

**Rates for Participants Whose Preferred Language is English**

FMS Model	Total Number of Employees/Providers in Spending Plan*		
	0-4	5-10	11+
Bill Payer	\$230	\$450	\$690
Co-Employer	\$380	\$600	\$840
Sole Employer	\$380	\$600	\$840

**Rates for Participants Whose Preferred Language is Not English**

FMS Model	Total Number of Employee/Providers in Spending Plan*		
	0-4	5-10	11+
Bill Payer	\$255	\$495	\$760
Co-Employer	\$420	\$660	\$925
Sole Employer	\$420	\$660	\$925

*\* Total number of employees/providers/recurring payments and does not include number of single purchases of goods listed on spending plan. See Frequently Asked Questions on the Department of Developmental Services' SDP website ([www.dds.ca.gov/sdp](http://www.dds.ca.gov/sdp)) for additional information.*

**Consumer Guide**

[https://www.nlacrc.org/resource\\_library/consumer-guides/](https://www.nlacrc.org/resource_library/consumer-guides/)

**NLACRC Requests of Independent Facilitator to Improve the Process**

- An executive summary of the PCP would help the service coordinators determine unmet needs and goals.

**Web Resources**

Department of Developmental Services: [www.dds.ca.gov](http://www.dds.ca.gov)  
 Search Bills: [www.leginfo.legislature.ca.gov](http://www.leginfo.legislature.ca.gov)  
 Association of Regional Center Agencies: [www.arcenet.org](http://www.arcenet.org)  
 North Los Angeles County Regional Center: [www.nlacrc.org](http://www.nlacrc.org)  
 Disability Rights California: [www.disabilityrightsca.org](http://www.disabilityrightsca.org)