

NLACRC

SDP Transition

SDP Process:



<p>Within a week of attending Orientation.</p>	<p>Orientation: Once Participant has attended Orientation; CSC is informed of participants attendance & are given instructions on how to refer to a coach (if they agree).</p>				
<p>Varies depending on PCP completion and availability.</p>	<p>IPP/PCP meeting is scheduled to discuss needs and develop budget tool. List of FMS agencies is provided to consumer/family. *If there is agreement to services, budget is sent to Accounting for certification. If there is no agreement, IPP team reconvenes within 15 days. **If an assessment is necessary, team reconvenes upon completion of assessment.</p>				
	<p>Budget Certification: Accounting reviews numbers and services to ensure that case management is capturing accurate calculations & letter of explanation.</p> <table border="1" data-bbox="256 1234 1497 2011"> <thead> <tr> <th data-bbox="256 1234 878 1266">First Year</th> <th data-bbox="878 1234 1497 1266">Subsequent Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="256 1266 878 2011"> <p><u>Week- 1</u></p> <ul style="list-style-type: none"> Budget is reviewed by Junior Accountant. They review 12-month expenditure, budget tool and letter of explanation for 1st year SDP Plans. <p><u>Week - 2</u></p> <ul style="list-style-type: none"> 1st year budgets are reviewed and returned by accounting to SDP team within 5 working days. Accounting will provide budget review response to Case Management/SDP team that may contain questions. Case Management/SDP team will respond within 5-working days. <p><i>If responses to rectify questions by accounting requires participant response maximum of 15-working days will be added to timeline.</i></p> </td> <td data-bbox="878 1266 1497 2011"> <p><u>Week 1 – 2</u></p> <ul style="list-style-type: none"> Renewal budgets depending on complexity will require Junior Accountant to perform primary review and will also require Lead and Supervisor to review and can take up to 10-working days. Questions and clarifications are requested by Accounting to CM/SDP team will be responded to between 5-10 working days depending on complexity and if the response requires an outside entity to resolve. <p><u>Week 3</u></p> <ul style="list-style-type: none"> Subsequent year budgets are reviewed and returned by accounting to SDP team within 10-working days. Accounting will provide budget review response to Case Management/SDP team that may contain questions. Case Management/SDP team will respond within 5-working days. </td> </tr> </tbody> </table>	First Year	Subsequent Year	<p><u>Week- 1</u></p> <ul style="list-style-type: none"> Budget is reviewed by Junior Accountant. They review 12-month expenditure, budget tool and letter of explanation for 1st year SDP Plans. <p><u>Week - 2</u></p> <ul style="list-style-type: none"> 1st year budgets are reviewed and returned by accounting to SDP team within 5 working days. Accounting will provide budget review response to Case Management/SDP team that may contain questions. Case Management/SDP team will respond within 5-working days. <p><i>If responses to rectify questions by accounting requires participant response maximum of 15-working days will be added to timeline.</i></p>	<p><u>Week 1 – 2</u></p> <ul style="list-style-type: none"> Renewal budgets depending on complexity will require Junior Accountant to perform primary review and will also require Lead and Supervisor to review and can take up to 10-working days. Questions and clarifications are requested by Accounting to CM/SDP team will be responded to between 5-10 working days depending on complexity and if the response requires an outside entity to resolve. <p><u>Week 3</u></p> <ul style="list-style-type: none"> Subsequent year budgets are reviewed and returned by accounting to SDP team within 10-working days. Accounting will provide budget review response to Case Management/SDP team that may contain questions. Case Management/SDP team will respond within 5-working days.
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Week-3 - 6

- Accounting sends email to SDP Team informing of approval.
- CSC signs budget
- SDP Supervisor signs budget
- Consumer Services Director signs budget
- Accounting Supervisor Signs budget
- Budget is sent to family for signature

- *If responses to rectify questions by accounting requires participant response maximum of 15-working days will be added to timeline.*

Week 4 - 7

- Accounting sends email to SDP Team informing of approval.
- CSC signs budget
- SDP Supervisor signs budget
- Consumer Services Director signs budget
- Accounting Supervisor Signs budget
- Budget is sent to family for signature

1st Year Spending Plan

Week 4 - 7

- Spending plan and choice of FMS is to be provided by participant to NLACRC – within 15-days from the date of budget being approved by NLACRC.

Week 7 - 10

- Spending Plan needs to be reviewed and signed by CM 5-working days by NLACRC to review and respond and to have meeting scheduled by 6th working day with participant.

Week 11 - 12 – While Budget is Certified

IPP/Spending Plan Meeting held by 6th working day of participant submitting spending plan. Meeting is to ensure services and supports in the spending plan align with IPP goals and are acceptable in the SDP Waiver. The meeting will also solidify all the documents/signature and finalize the process. Consumer/family notifies CSC which FMS agency they are going to be using.

*If there is agreement with spending plan, transition date is provided. If there is no agreement, IPP team reconvenes within 15 days. Consumer/Family can choose to remove the services/supports in question and transition while IPP team reconvenes to address

**If the budget does not need annualization and it is based on the 12-month expenditure, the budget is certified the same week.

This process could take up to 30-day with scheduling and responses pending from participant.

Subsequent Year Spending Plan

Week 8 - 10

- Spending plan and choice of FMS is to be provided by participant to NLACRC – within 15-days from the date of budget being approved by NLACRC.

Week 11 - 13

- Spending Plan needs to be reviewed and signed by CM 5-working days by NLACRC to review and respond and to have meeting scheduled by 6th working day with participant.

Week 14 - 15 – While Budget is Certified

IPP/Spending Plan Meeting held by 6th working day of participant submitting spending plan. Meeting is to ensure services and supports in the spending plan align with IPP goals and are acceptable in the SDP Waiver. The meeting will also solidify all the documents/signature and finalize the process. Consumer/family notifies CSC which FMS agency they are going to be using.

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<p>Once budget is certified or depending on when FMS needs you to start onboarding process.</p>	<p><u>Week 13 – 16</u> FMS: SDP Team ensures that services and support agencies/individuals have been onboarded and the consumer is ready to transition, i.e. confirmation email from FMS.</p>
<p>Once we receive detailed spending plan</p>	<p><u>Week 17 – 18</u> Purchase of Service: CSC completes a manual authorization form and terminates traditional authorizations.</p> <ul style="list-style-type: none"> • SDP Team reviews authorization to ensure it was done correctly and matches spending plan. (We sometimes receive inaccurate spending plans, i.e. it states 317 but description says co-employer. We must send this back to consumer/family and IF for corrections.) • SDP Supervisor signs and submits to Consumer Services Director along with spending plan. • Consumer Services Director signs & returns to SDP Supervisor to be entered in eBilling
<p>Once we have POS and Spending Plan.</p>	<p><u>Week 18 - 19</u> Sandis:</p> <ul style="list-style-type: none"> • SDP Supervisor inputs transition into SANDIS, this creates an automatic email for Accounting Supervisor and Federal Revenue Supervisor. It takes 24 hours before Accounting Supervisor can assign consumer in eBilling.
<p>24 hours after inputted into Sandis.</p>	<p><u>Week 18 – 19</u> eBilling:</p> <ul style="list-style-type: none"> • Accounting Supervisor or Senior Junior Accountant must assign consumer in eBilling for spending plan to be entered. • SDP Supervisor enters spending plan into eBilling. • Junior Accountant reviews, inputs authorization in the SANDIS system and notifies Senior Junior Accountant. • Senior Junior Accountant approves eBilling. (SDP Supervisor and Senior Junior Accountant meet every Monday to review eBilling) • SDP Supervisor notifies FMS agency that eBilling has been approved and sends a copy of approved spending plan and manual authorization.
<p>24 hours after inputted into Sandis.</p>	<p>SDP Waiver:</p> <ul style="list-style-type: none"> • Federal Revenue Supervisor reviews consumer info and enrolls in SDP Waiver, if eligible. If consumer is not eligible to enroll into the SDP Waiver, she sends an email with information. • Reason why someone may not be eligible for SDP Waiver: <ul style="list-style-type: none"> ○ Enrolled in a different waiver such as nursing waver. ○ Medi-Cal eligibility. ○ Does not have at least two qualifying conditions noted on the CDER.