

## Self Determination Program Process

### Subsequent Cases



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 *Pre-Enrollment Transition Supports (up to 40 hours allowed), 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>	<b>Once approved:</b> Accounting Department 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 the Budget is certified Budget is sent to family for signature
Must be received by 1 <sup>st</sup> 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 <b>ebilling</b></li> <li>• SDP notifies FMS of approval</li> <li>• Letter to Family of successful transition to subsequent year of SDP</li> </ul>

