

# Self-Determination Program (SDP) Overview of Recently Issued Guidance

January 2024



# Agenda

## 1. SDP Transition Supports Guidance

- Updates to Initial PCP and Pre-Transition Supports
- FMS Transition Supports

## 2. SDP Billing Requirements Guidance

## 3. SDP Updates: Community Meetings

## 4. Q&A



# SDP Transition Supports Guidance



# SDP Transition Supports Guidance Background

On [July 28, 2022](#), the Department issued guidance to **outline services available to potential Self Determination Program (SDP) participants** and their families who have completed an SDP orientation and who are transitioning to enrollment in the SDP.

On [December 2, 2022](#), the Department issued correspondence to **extend the dates for both options A and B for Self-Directed supports** and provide time to develop a standardized vendorization packet.

On [March 20, 2023](#), the Department issued correspondence for the **standardized vendorization packet**.

On [June 30, 2023](#) the Department issued additional guidance on 099, which includes a **final extension date for Option A**, and **clarification on billing requirements**.

# SDP Transitions Supports Guidance Overview

## Updates to Initial PCP and Pre-Transition Supports :

On [December 22, 2023](#), the Department released updated guidance about the initial person-centered plan and pre-enrollment transition supports available to potential self-determination program participants.

This guidance replaces the Department's guidance dated [July 28, 2022](#), [December 2, 2022](#) and [June 30, 2023](#), and provides seven changes to the previous guidance.

## FMS Transition Supports:

On [December 22, 2023](#), the Department released guidance establishing FMS Transitions supports.

# SDP Transition Supports

*Pg. 1 of the directive:*

This guidance makes the following changes:

- Provider eligibility to offer services under Options A and B is updated.
- Self-Directed (SD) Supports will no longer include supports provided by Financial Management Services (FMS) providers (previously called FMS SD Supports). FMS providers will instead be paid for transition supports they provide as identified in the guidance dated [December 22, 2023](#).
- General SD Supports may be authorized for up to 40 hours.
- Regional centers shall timely pay invoices for an Initial Person-Centered Plan following receipt of invoice.
- Regional centers shall submit monthly reports on the status of pre-enrollment transition supports capacity.
- The General SD Supports service definition is updated to allow billing for collateral contacts, documentation, and activities associated with the services described in [Enclosure A](#).
- General SD Supports providers shall bill for services in accordance with the sample invoice template in [Enclosure B](#).

# Initial PCP and Pre-transition Supports

**099 Vendor Eligibility:** Timeline for provider turning in completed standardized vendor packet to their vendoring regional center.

099 Vendor Packet turned in by provider by February 29, 2024:

- *Can* continue working with current clients under option A until vendor application is approved or denied
- *Can* continue to receive referrals for new clients under option A until vendor application is approved or denied

099 Vendor Packet not turned in by provider by February 29, 2024:

- *Can* continue working with current clients under option A until vendor application is approved or denied
- **CANNOT** receive referrals for new clients under option A
- *Shall* work with client and planning team to identify timeline for completing services through option A

# Initial PCP and Pre-transition Supports

**Regional Center (RC)** responsibilities regarding vendorization timeline for 099.

099 Vendor Packet turned in by provider by February 29, 2024:

- The vendoring RC shall provide a written confirmation of receipt of the standardized vendorization packet

099 Vendor Packet not turned in by provider by February 29, 2024:

- Work with planning team to identify timeline for completing services through option A

**Separate vendorization is not required in each regional center catchment area** for General Self-Directed Supports providers. If the provider of General Self-Directed Supports would like a courtesy vendorization to provide services in a new catchment area, **they will notify the new regional center to initiate this process.**

# Initial PCP and Pre-transition Supports

**Self-Directed (SD) Supports will no longer include supports provided by Financial Management Services (FMS) providers (previously called FMS SD Supports).**

FMS providers will instead be paid for transition supports they provide as identified in the directive dated [December 22, 2023](#).

# FMS Transition Supports

**FMS Transition Supports:** Equivalent to the FMS fee in a participant's spending plan (up to three months) is allowable under sub code FTS in the following scenarios:

1. Initial enrollment of an individual into the SDP.
2. Transfer from one FMS to another (to be paid to the receiving).
3. Transfer from one regional center (RC) to another

**Billing:** Regional Centers shall authorize using the 'FTS' subcode.

**Example:** An FMS serving a participant with a spending plan that indicates a \$450 monthly FMS rate would be authorized to bill an additional monthly fee of \$450 for three months beginning on the date of enrollment into the SDP.

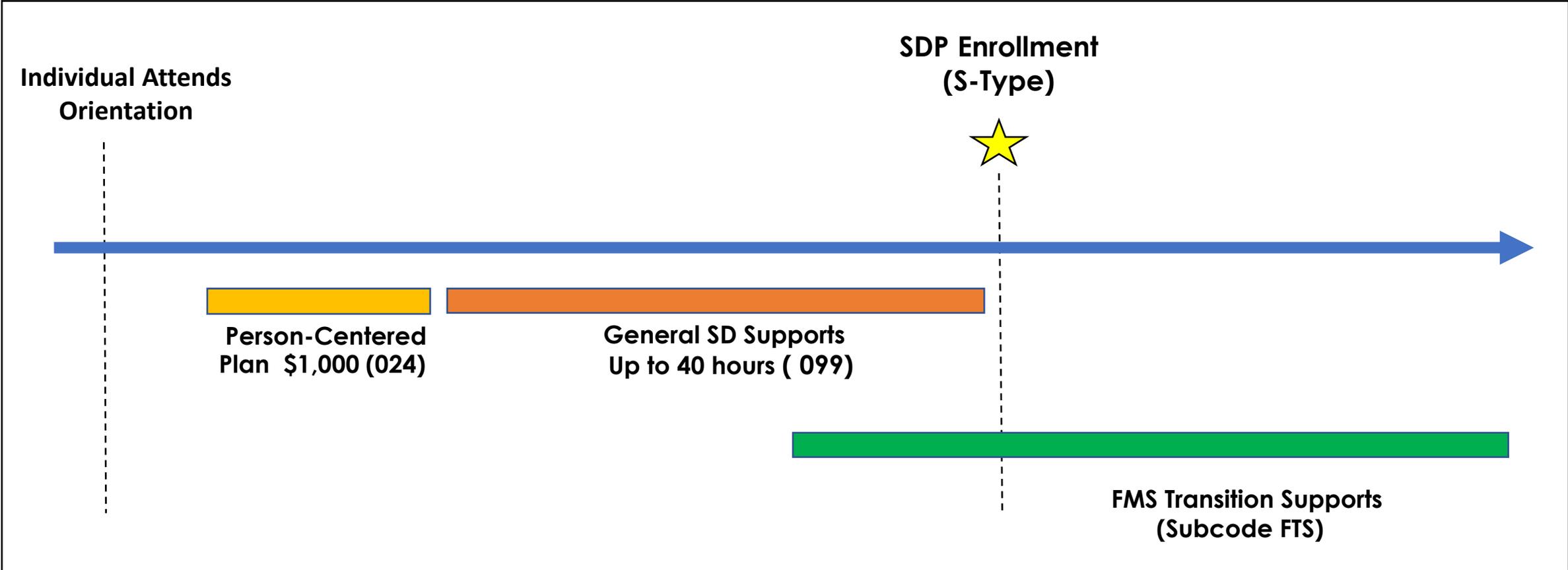
# Initial PCP and Pre-transition Supports

**General SD Supports may be authorized up to 40 hours.**

Regional centers may authorize General SD Supports, in total, for up to 40 hours.

The General SD Supports vendor shall provide the potential participant's IPP team with written information about the proposed transition services they intend to provide and the estimated hours.

# Initial PCP and Pre-transition Supports



# Initial PCP and Pre-transition Supports

**Regional centers shall timely pay invoices for an Initial Person-Centered Plan following receipt of invoice.**

An initial person-centered plan billed through purchase reimbursement (service code 024) shall timely be paid by regional centers following receipt of an invoice.

Providers of General SD Supports (service code 099) shall work with the regional center of the potential SDP participant for billing processes.

# Initial PCP and Pre-transition Supports

**Requires regional centers to submit monthly reports on the status of pre-enrollment transition supports capacity.**

Beginning March 1, 2024, and through December 31, 2024, regional centers shall submit a monthly report to the Department that includes the below information:

- Number of active vendors of general self-directed supports;
- Number of vendor applications in progress for general self-directed supports;
- Description of actions to build capacity of general self-directed supports providers;
- Description of other efforts to build capacity for Pre-Enrollment Transition Supports that do not require a vendored service provider.

# Initial PCP and Pre-transition Supports

The General SD Supports service definition is updated to allow billing for collateral contacts, documentation, and activities associated with the services described in [Enclosure A](#).

**Addition to Description:**

4. *Collateral contacts, documentation, and activities associated with the above.*

# Initial PCP and Pre-transition Supports

**General SD Supports providers shall bill for services in accordance with the sample invoice template in [Enclosure B](#).**

An invoice shall include at minimum, the following:

- Hourly billing rate
- Date that each service/task is provided
- Description of the service/task performed
- Amount of time spent on each service/task provided for the time period of the invoice and the prorated cost of that service

# SDP Billing Requirements Guidance



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## Billing Requirements for SDP Services:

On [December 26, 2023](#), the Department released updated guidance to regional centers and their Financial Management services (FMS) providers regarding the **billing requirements for services provided in the SDP**, and to **distinguish a local business or community resource from an SDP Provider** for such purposes.

# SDP Billing Requirements Guidance

## SDP Services Provided by a Local Business or Community Resource:

A local business or community resource is defined as an entity, **not vendored by a regional center**, providing a service to a participant in the SDP that is **also provided to individuals without developmental disabilities**.

- SDP participants identify the services and supports that best meet their individual needs and their Individual Program Plan (IPP) objectives.
- The FMS provider will work with the participant on the required documentation.
- Payments for these services shall be aligned with the typical processes used by local businesses or community resources.

# SDP Billing Requirements Guidance

## SDP Services Provided by SDP Providers

An SDP Provider is defined as either a business entity, including a **regional center vendor**, or an **independent contractor** who **receives payment by invoicing for services which are provided to a participant in the SDP**.

SDP Providers shall bill for services in accordance with the sample invoice template in [Enclosure A](#).

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

# SDP Billing Requirements Guidance

## SDP Services Provided by SDP Providers - Continued

- If a participant uses a vendored service in accordance with the traditional service program design, that SDP Provider may invoice at an hourly, daily or other rate.
- If those vendored providers are invoicing at a rate or unit different from their traditional services rate, they shall bill for services in accordance with [Enclosure A](#)

Payments shall be made directly to the SDP Provider by the FMS – and not include reimbursement for goods purchased by the SDP Provider on behalf of the participant or for services not directly provided by the SDP Provider.

## Upcoming SDP Community Meetings

The Department will host a webinar for community members to provide an overview of recently issued guidance regarding the SDP.

**Tuesday, January 16, 2024: 1:00 p.m. - 2:30 p.m.**

Registration: [Webinar Registration - Zoom](#)

**Saturday, January 20, 2024: 9:00 a.m. - 10:30 a.m.**

Registration: [Webinar Registration - Zoom](#)

# SDP Billing Requirements Guidance

## SDP Services Provided by SDP Providers

All SDP Providers **shall provide services and supports in alignment with state and federal requirements**, which include:

- Services were consistent with participants IPP, spending plan, and service agreement
- Falsification or concealment of a material fact may be prosecuted under federal and state laws
- Provider agrees to keep, for a minimum of three years from the date of the services, a copy of all records, and provide these records upon request to the Department or other state/federal departments or agencies
- Services are offered and provided without discrimination

# Q&A



Email input and/or questions  
to [SDP@dds.ca.gov](mailto:SDP@dds.ca.gov)

