



SELF-DETERMINATION ADVISORY COMMITTEE MEETING

DATE: January 4, 2024
TIME: 4:30-6:00 pm
LOCATION: Virtual Meeting via Zoom

Join Zoom Meeting
<https://us02web.zoom.us/j/86323743070>

Meeting ID: 863 2374 3070
 Passcode: 418620

ACTION ITEM	ORDER	GENERAL SESSION AGENDA	
	1	Call to Order	Pierre Landry
	2	Establish a Quorum	Pierre Landry
	3	Welcome and Introductions	Pierre Landry
Action Item	4	Approval of the Minutes from December 7, 2023	Committee
	5	<ul style="list-style-type: none"> proposed 2024 meeting schedule including a committee retreat Review of committee chairmanship and membership 	Pierre Landry
	6	DDS Updates (Including new directives, if needed) <ul style="list-style-type: none"> FMS Transition Supports 12/22/23 Initial PCP and Pre-Enrollment Transition Supports 12/22/23 Draft response to 9/29/23 guidance ; copies of the letters are included for context 	Megan Mendes Melinda Sullivan
	7	<ul style="list-style-type: none"> FDLRC SDP Support Group Report 	Kristianna Moralls
	8	<ul style="list-style-type: none"> SDP Allocation Update 	Melinda Sullivan
9	8	Future Agenda Items <ul style="list-style-type: none"> Suzy Requarth, DDS and staff to attend future meeting. 	Melinda Sullivan
	10	Public Input Each person is allotted up to 3 minutes to comment.	
	11	Next Meetings: <ul style="list-style-type: none"> FDLRC SDAC Meeting February 1, 2024, 4:30-6 PM, via Zoom 	Pierre Landry
	12	ADJOURNMENT	

Attachments –

- Minutes from December and November 2, 2023
- Proposed Meeting Schedule
- FMS Transition Supports 12/22/23
- Initial PCP and Pre-Enrollment Transition Supports 12/22/23
- September 29, 2023 letters and draft response to 9/29/23 guidance

SELF-DETERMINATION ADVISORY COMMITTEE

November 2, 2023

MINUTES

PRESENT

Pierre Landry, Chair
Howard McBroom
Jamie Cha-McGrath
Taleen Khatchadourian
Lareka Killebrew
Kristianna Moralls

NOT PRESENT

Karla Garcia-Diaz
Boanerges Rodriguez, DRC
Yessenia Villacorta, FRC
Michelle Wolf

STAFF

Lia Cervantes-Lerma, SCDD
Adrian Jimenez
Megan Mendes
Melinda Sullivan

GUESTS

Various Guests from the Public

CALL TO ORDER

Mr. Landry called the meeting to order at 4:30 p.m. The meeting was held via Zoom.

APPROVAL OF MINUTES

The minutes of October 5, 2023 were approved by consensus.

DDS UPDATES TO INCLUDE NEW DIRECTIVES

Ms. Sullivan reviewed the new DDS directive on SDP Meeting of the Local Volunteer Advisory Committees. The purpose of the directive is to make permanent the clarification on conducting meetings of the Local Volunteer Advisory Committee in the July 20, 2023 guidance. The directive set out the guidelines for:

- LVAC Membership, Attendance, and Voting
- Meeting Notice Requirements
- Meeting Agendas
- Location and Accessibility of LVAC Meetings

The Committee agreed that they have been following the guidelines as set forth.

FDLRC SDP SUPPORT GROUP REPORT

Ms. Moralls advised the Committee that there was nothing major to report.

COMMITTEE LETTERS TO DDS FOR CLARIFICATION ON DDS DIRECTIVE

This agenda item will be tabled for discussion until the December meeting. In the interim, Ms. Moralls and Ms. Khatchadourian will draft a letter and send it to Ms. Sullivan who will formalize the draft to send to DDS.

REVIEW OF SDAC ALLOCATION FUNDS

Ms. Sullivan shared the SDP Participant Supports Allocations Report as of 10/23/2023.

FY 2021-22

The Committee focused their discussion on I.F. Scholarships under the allocation balances for FY 2021-22. I.F. Scholarships were awarded to seven individuals. Five of those individuals have not taken action and two have very limited action. Ms. Sullivan reported that that staff have continuously reached out to the award recipients and have not been able to move them forward in the process. The Committee agreed that staff should reach out one more time. If no action is taken, then the funds should be repurposed.

Request for Proposals (RFP)

Ms. Mendes advised the Committee that she has developed an evaluation tool for scoring the proposals received. Mr. Landry, Ms. Moralls, and Ms. Khatchadourian will be on the panel to review the proposals.

NEXT MEETING DATE FOR 2023

- FDLRC SDAC Meeting
December 7, 2023 - 4:30-6 PM, via Zoom

FUTURE AGENDA ITEMS

- RFP Results
- Update on SDP Participant Supports Allocations
- DVU Conference Report
- DDS Presentation in January
- 099 Vendorization

PUBLIC INPUT

Lia Cervantes-Lerma - Announced upcoming trainings by the SCDD. Ms. Lerma will send a flyer to Mr. Lara for distribution.

Kristianna Moralls - Announced the upcoming DVU Conference is on November 3, 2023.

ADJOURNMENT

The meeting was adjourned at 5:45 PM.

/fl

SELF-DETERMINATION ADVISORY COMMITTEE

December 7, 2023

MINUTES

PRESENT

Pierre Landry, Chair
Jamie Cha-McGrath
Taleen Khatchadourian
Kristianna Moralls
Yessenia Villacorta, FRC

NOT PRESENT

Karla Garcia-Diaz
Howard McBroom
Lareka Killebrew
Boanerges Rodriguez, DRC
Michelle Wolf

STAFF

Lia Cervantes-Lerma, SCDD
Megan Mendes
Stephanie Ruiz
Melinda Sullivan

GUESTS

Xochitl Gonzales, DDS
Various Guests from the Public

CALL TO ORDER

Mr. Landry called the meeting to order at 4:35 p.m. The meeting was held via Zoom.

APPROVAL OF MINUTES

The minutes of November 2, 2023 were tabled due to not having a quorum.

DDS UPDATES TO INCLUDE NEW DIRECTIVES

Committee members advised the group that the following directives were on the DDS website for review:

- Funding to Support Implementation of the Self-Determination Program – November 17, 2023 (**Action: Agenda item for January 4, 2024 - Review of SDAC Allocation Funds**)
- Self-Determination Program Remote Services – November 22, 2023 (**For Information Only**)
- Coordinated Family Support Services in the Self-Determination Program – November 22, 2023 (**For Information Only**)
- Self-Determination Program: Updated Goods and Services – November 22, 2023 (**For Information Only**)

FDLRC SDP SUPPORT GROUP REPORT

Ms. Moralls advised the Committee that attendance was good but nothing major to report.

DVU CONFERENCE DEBRIEF - # OF STAFF THAT ATTENDED

Ms. Moralls reported that the conference was successful with about 750 people in attendance. Approximately 25 FDLRC staff attended.

099 VENDORIZATION

Ms. Mendes reported that FDLRC has eleven 099 Vendorizations. Nine are hosted by FDLRC and two are curtesy vendorizations.

Ms. Ruiz will determine the language capacity for the eleven vendorizations.

REQUEST FOR PROPOSALS (RFP)

Request for Proposals (RFP)

Ms. Sullivan advised the Committee that 5 committee members rated the two RFP proposals that were received:

- Ally Comprehensive Services (rating of 87.5)
- Phoenix Facilitation (rating of 83)

Ms. Sullivan advised the Committee that the Center is in a position with the available funding to support implementation of the SDP program to fund both proposals. Funding both proposals would meet the ethnicity and language capacity that the Committee has been searching for the past year.

With the close ratings, the Committee discussed approaching Ally Comprehensive Services to consider focusing on the Spanish and English populations, and Phoenix Facilitation to focus on the Korean, English, and African American populations.

After discussion, Ms. Moralls moved to take a vote for the record on which proposals the Center should move forward with.

- Ally Comprehensive Services (rating of 87.5)

Jamie Cha-McGrath – *In favor of*
Taleen Khatchadourian – *In favor of*
Pierre Landry – *In favor of*
Kristianna Moralls – *In favor of*
Yessenia Villacorta – *In favor of*

- Phoenix Facilitation (rating of 83)

Jamie Cha-McGrath – *In favor of*
Taleen Khatchadourian – *In favor of*
Pierre Landry – *In favor of*
Kristianna Moralls – *Not in favor of*
Yessenia Villacorta – *Abstain*

NEXT MEETING DATE FOR 2023

- FDLRC SDAC Meeting
January 4, 2024 - 4:30-6 PM, via Zoom

FUTURE AGENDA ITEMS

- Review of SDAC Allocation Funds
- Self-Determination Milestones Progress Report

PUBLIC INPUT

Kristiana Moralls – This is a volunteer committee and opinions should be heard.

ADJOURNMENT

The meeting was adjourned at 6:00 PM.

/fl

Self Determination 2024 Meeting Schedule
First Thursday of each month at 4:30

January 4

February 1

March 7 – Dark for committee in-person retreat

April 4

May 2

June 6

July 4 is also a holiday – do you go dark or move to July 11?

August 1

September 5

October 3

November 7

December 5

Recommend the committee consider meeting in-person at least quarterly. Either at the Brand or Wilshire location.



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

December 22, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: FINANCIAL MANAGEMENT
SERVICES TRANSITION SUPPORTS

The purpose of this correspondence is to provide guidance about the types of transition supports Financial Management Services (FMS) providers are able to provide to Self-Determination Program (SDP) participants, their families, and authorized representatives. These FMS transition supports are associated with the period of initial enrollment, when an SDP participant transfers from one FMS to another, or transfers from one regional center to another, and the payment to the FMS for those services. This guidance is issued pursuant to Welfare and Institutions Code section 4685.8(p)(2) which authorizes the Department of Developmental Services (Department) to issue program directives or similar instructions until regulations are adopted.

Transition supports shall be paid to FMS providers in three scenarios:

- a. Initial enrollment of an individual into the SDP.
- b. An SDP participant's transfer from one FMS to another (to be paid to the receiving FMS).
- c. An SDP participant's transfer from one regional center to another.

In the event a participant transfers from one regional center to another and switches to a new FMS, the new FMS may invoice for transition supports as they would under (b) above.

Types of FMS Transition Supports

1. Education and coaching to participants and their families about topics such as:

- a. Employment laws, overtime rules, timesheet requirements and responsibilities and insurance requirements.
- b. Reviewing the monthly budget report provided by the FMS and responsibilities for reviewing the individual budget expenditures.
- c. Requirements for adjustments to the individual budget and spending plan and FMS processes for these.

#6.1

2. Assistance with hiring and onboarding staff and obtaining eligible goods and services:
 - a. Process for and assistance with obtaining criminal background checks.
 - b. Providing education about developing job descriptions for staff, reviewing applications and interviewing, and hiring and terminating staff.
 - c. Verifying that the proposed services are compliant with the Home and Community-Based Services settings requirements.
 - d. Reviewing and assisting in adjusting the spending plan to ensure the method for calculating the proposed expenditure is based on reliable costs and service utilization and adjustments, as needed.
 - e. Educating new staff and providers on Electronic Visit Verification requirements, if applicable.
3. Discussions with the regional center about inclusion of the spending plan and service authorizations in the e-billing system and other financial and billing requirements, purchase of service processes, and regional center processes to support a successful transition.
4. Other topics, as needed, to support a smooth transition into the SDP.

FMS Transition Supports Payments

For providing the FMS transition supports identified above, regional centers shall authorize FMS providers to bill a monthly fee equivalent to their monthly rate, as identified on the individual spending plan, for a period of three months beginning on the date of enrollment or transfer.

For example, an FMS provider 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 or transfer.

FMS transition supports shall be entered as a separate authorization for the FMS provider under their corresponding vendor number and service code, with "FTS" as the subcode.

The Department's April 26, 2023 [guidance](#) and [enclosure](#) on FMS rates can be found on the SDP Program Directives webpage.

Regional Center Executive Directors
December 22, 2023
Page three

Participants or their families with questions regarding this guidance should contact their regional center service coordinator. FMS providers with questions should contact their regional center liaison. Regional centers should direct their questions to sdp@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Jim Knight, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Kathleen Dempsey, Department of Developmental Services



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

December 22, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: UPDATED INITIAL PERSON-CENTERED PLAN AND PRE-ENROLLMENT TRANSITION SUPPORTS GUIDANCE

The purpose of this correspondence is to provide updated guidance about the Initial Person-Centered Plan and Pre-Enrollment Transition Supports available to potential Self-Determination Program (SDP) participants. This guidance replaces the Department's guidance dated [July 28, 2022](#), [December 2, 2022](#) and [June 30, 2023](#). This guidance is issued pursuant to Welfare and Institutions Code section 4685.8(p)(2) which authorizes the Department of Developmental Services (Department) to issue program directives or similar instructions until regulations are adopted.

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.

Options For Receiving an Initial Person-Centered Plan and Pre-Enrollment Transition Supports

The Initial Person-Centered Plan and Pre-Enrollment Transition Supports are available to potential SDP participants who have met the SDP orientation requirement and are pursuing enrollment in the SDP. These services are available up to the date the services in the individual spending plan are authorized to begin.

6.2

The Initial Person-Centered Plan and Pre-Enrollment Transition Supports can be accessed as follows:

- **Option A**
Availability of up to \$2,500 for an Initial Person-Centered Plan and transition supports through purchase reimbursement (service code 024) or through a vendored provider of person-centered plan services.
- **Option B**
Available since August 1, 2022, Option B separates the Initial Person-Centered Plan (Purchase Reimbursement, service code 024) and the Pre-Enrollment Transition Supports (General Self-Directed Supports, service code 099). It is anticipated that each regional center will work with their local community partners to identify and vendor providers of this service and add these providers to the list of vendors on the regional center's website.

The following guidance regarding the Initial Person-Centered Plan and Pre-Enrollment Transition Supports applies to Option B:

The Initial Person-Centered Plan

A potential participant transitioning into SDP, who has completed an SDP orientation, may request the development of an Initial Person-Centered Plan. A Person-Centered Plan describes 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 be used to inform the development of the Individual Program Plan (IPP). Regional centers may purchase and make payment up to \$1,000 for the Initial Person-Centered Plan from:

- Vendored providers of person-centered plan services; or
- Non-vendored providers who demonstrate they have received training or certification in the person-centered plan/facilitation process. Payment to non-vendored providers is to be made as a "Purchase Reimbursement" under service code 024. Payments for this service under service code 024 do not require vendorization as a person-centered plan services provider.

Regional centers may increase payment on a case-by-case basis for potential SDP participants whose Initial Person-Centered Plan requires more time due to a lack of natural supports to assist with the enrollment process, when the preferred language is other than English, or when there is a higher level of service need as a result of their disability. Payment may be made only after the regional center receives the invoice that shows a written Initial Person-Centered Plan has been delivered as agreed to by the potential SDP participant.

The Initial Person-Centered Planning process may be provided in-person or remotely based upon the participant's choice and need and as agreed to by the participant, provider and IPP team.

Pre-Enrollment Transition Supports

Pre-Enrollment Transition Supports are offered in a variety of ways which do not require a vendored service provider:

- Regional center service coordinators assist individuals and families with the transition.
- Regional centers work with their Self-Determination Local Volunteer Advisory Committee to identify or contract for local transition supports. Funding information can be found on the Department's [SDP Program Directives](#) webpage.
- Regional center Participant Choice Specialists assist individuals pursuing self-direction through the SDP.

For potential SDP participants who need additional transition support, a vendored service is available called "General Self-Directed (SD) Supports," service code 099, to support transition to the SDP. General SD Supports are authorized to be provided after SDP orientation and before a potential SDP participant is enrolled in the 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. General SD Supports may be provided in-person or remotely based upon the participant's choice and need and as agreed to by the participant, provider and IPP team. In vendoring new providers for this service, regional centers must use service code 099. (See Enclosure A for detailed information about General SD Supports.)

Regional centers may authorize General SD Supports 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 number of hours. Additional hours may be requested by the IPP team and authorized by the regional center on a case-by-case basis for potential SDP participants who need more intensive supports to successfully transition into SDP such as potential participants and their family members who do not have access to natural supports to assist with the enrollment process, whose preferred language is other than English, or have a higher level of service need as a result of their disability. Hourly rates for [General SD Supports](#) are set by the Department.

Provider Eligibility for Service Options A and B

Providers who submit a complete standardized vendorization packet as described in the Department's March 20, 2023 correspondence to their vendoring regional center by February 29, 2024:

- Shall receive a written confirmation of receipt of the standardized vendorization packet from their vendoring regional center.
- May submit the written confirmation for receipt to other regional centers where they provide pre-enrollment supports to demonstrate submission of the standardized vendorization packet.
- May continue with current individuals supported and accept new referrals under Option A until the date their vendor application has been approved or denied.

Separate vendorization is not required in each regional center catchment area for General SD Supports providers. If the provider of General SD Supports would like to be vendored to provide services in a new catchment area, they will notify the new regional center.

Providers who do not submit a complete standardized vendorization packet as described in the March 20, 2023 correspondence to their vendoring regional center by February 29, 2024:

- Shall only provide pre-enrollment supports to individuals currently supported by that provider.
- Shall work with the above individuals and their planning teams to identify a timeline for completing services through Option A.

California Code of Regulations, Title 17 vendorization requirements as described in sections 54302 through 54334 and vendorization appeal process in sections 54380 through 54390 are applicable.

Payment for the Initial Person-Centered Plan and General SD Supports

An initial person-centered plan billed through Purchase Reimbursement (service code 024) shall be paid timely by regional centers following receipt of an invoice. An invoice shall include at minimum, the following (see Enclosure B for sample template):

- 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

Regional Center Executive Directors
December 22, 2023
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Providers of General SD Supports shall work with the regional center of the potential SDP participant for billing processes. Regional centers shall require General SD Supports providers to bill in accordance with the sample invoice template included in Enclosure B.

Potential SDP participants are not required to have either an Initial Person-Centered Plan or use General SD Supports to enroll in SDP. While billing of these services is to be identified separately, the process of carrying out Pre-Enrollment Transition Supports should feel seamless to the potential SDP participant.

Regional Center Reporting

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 SD Supports;
- Number of vendor applications in progress for General SD Supports;
- Description of actions to build capacity of General SD Supports providers; and,
- Description of other efforts to build capacity for Pre-Enrollment Transition Supports that do not require a vendored service provider.

The Department will send regional centers the link to the online reporting platform via email within 14 days of this guidance.

Participants or their families with questions regarding this guidance should contact their regional center service coordinator. General SD Supports applicants with questions should contact their regional center. Regional centers should direct their questions to sdp@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

Enclosures

cc: See next page.

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Regional Center Executive Directors
December 22, 2023
Page six

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Jim Knight, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Kathleen Dempsey, Department of Developmental Services

Service Definition – General Self-Directed Supports (Service Code 099)

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

Providers of General SD Supports must meet distinct vendor qualifications. The General SD Supports vendor packet can be found in the March 20, 2023 correspondence on the Department's [SDP Program Directives](#) webpage.

Regional centers may authorize General SD Supports for up to 40 hours following receipt of written information about the proposed services, estimated hours and service cost. Additional hours may be authorized on a case-by-case basis for potential SDP participants who need more intensive supports to successfully transition into SDP as specified in the Department's guidance.

General SD Supports, as directed by the potential SDP participant, may provide assistance and coaching and/or training individually or as part of a group setting to help the potential SDP participant(s) gain a thorough understanding of the SDP.

General SD Supports include the following services provided by a qualified General SD Supports provider to a potential SDP participant enrolling in SDP. Examples of responsibilities include assistance, coaching and/or training in the following areas:

1. Individual program planning.
 - a. Coordination with an individual who provided the Initial Person-Centered Plan.
 - b. Assistance at the individual program planning meeting to identify the potential SDP participant's needs, goals and services in the SDP.
2. Coordinating how services and supports are provided.
 - a. Finding and hiring qualified staff or an agency provider.
 - b. Negotiating staff pay or provider rate.
 - c. Understanding the process for obtaining criminal background checks for staff, if applicable.
 - d. Basic information about who can provide services (e.g., qualifications, rules on who may or may not be paid).
 - e. Basic information about how to manage staff (e.g., setting expectations and hours of work, timely submission and claiming for hours worked).
 - f. Coaching on all aspects of onboarding and training staff.
3. Understanding how to manage the 12-month SDP individual budget through the spending plan.
 - a. Education about generic sources of funding to maximize use of SDP funds.

- b. Understanding the process and providing assistance to obtain a certified 12-month budget, understanding how an SDP individual budget is developed and reviewing/developing the individual spending plan.
 - c. Learning and developing basic skills in budgeting and tracking monthly expenditures.
 - d. Basic information about the use of SDP funds (e.g., as required in state or federal law and regulations).
 - e. Assistance with establishing communication and coordination between the regional center, FMS provider, and staff.
4. Collateral contacts, documentation, and activities associated with the above.

**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

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

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 monthly fee

January 6, 2024

Suzy Requarth, M.Ed.
Assistant Deputy Director
Self-Determination Program Branch
Policy and Program Development Division
Department of Developmental Services
1215 O Street
Sacramento, CA 95814

Dear Ms. Requarth,

This letter is written on behalf of Lanterman Regional Center's Self-Determination Advisory Committee (SDAC) regarding two different guidance letters, both dated September 29, 2023.

The first September 29, 2023, letter entitled FMS Payments links back to a September 12, 2022, letter, which has the identical language of "requires regional centers to notify FMS providers within three business days of the planning team finalizing any change in a participant's spending plan." The SDAC is asking for clarification:

- As to the notification within three business days, is a 'change' verified when the spending plan is signed and is an email or telephone call adequate as notification or does notification the submission of the regional center authorization? The internal regional center funding process routinely requires more than three business days.

The second September 29, 2023, letter is about Service Provider Background Checks. The SDAC has a statement rather than a question. The SDAC believes that the FMS can only make a Department criminal background check when it is the employer of record and that under Sole-Employer, that request must come from the adult served or the legal representative. Please confirm the SDAC's understanding.

I can be reached at Msullivan@Lanterman.org or my direct line is (213) 252-4900.

Best Regards,

Melinda Sullivan
Executive Director

#6.3



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

September 29, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: FINANCIAL MANAGEMENT
SERVICES PAYMENTS

The Department of Developmental Services' (Department) January 20, 2023 [guidance](#) requires regional centers, through September 30, 2023, to pay Financial Management Services (FMS) providers on a weekly basis including for services that have been provided in the current month. This guidance extends this requirement through December 31, 2024.

The January 20, 2023 [guidance](#) also requires regional centers to notify FMS providers within three business days of the planning team finalizing any change in a participant's spending plan. This requirement remains effective.

If participants and/or their families have questions regarding this directive, they should contact their regional center. Questions from regional centers should be directed to sdp@dds.ca.gov.

Sincerely,

Original Signed by:

NANCY BARGMANN
Director

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Vicki Smith, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Jim Knight, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Kathleen Dempsey, Department of Developmental Services



NANCY BARGMANN
DIRECTOR

State of California—Health and Human Services Agency
Department of Developmental Services
1215 O Street, Sacramento, CA 95814
www.dds.ca.gov



GAVIN NEWSOM
GOVERNOR

September 29, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: SERVICE PROVIDER
BACKGROUND CHECKS

The purpose of this correspondence is to identify providers of services and supports that must obtain a criminal background check in order to provide services for participants in the Self-Determination Program (SDP) pursuant to [Welfare and Institutions Code section 4685.8\(v\)](#). This correspondence, with the additional information below regarding the background check requirements, serves to clarify the [November 4, 2019](#) guidance.

The following individuals are required to get a Department of Developmental Services (Department) criminal background check:

- Any employee of an SDP participant who will provide direct personal care services. This does not include family members who are paid to provide direct personal care services that live in the same home as the participant.
- Any employee of a provider that is not a regional center vendor and will be providing direct personal care services to an SDP participant.

The following individuals are not required to get a Department criminal background check:

- Any employee of a provider that is a regional center vendor who will be providing direct personal care services to the SDP participant, unless a background check is required by that vendor.

Additionally, an SDP participant or their Financial Management Services (FMS) provider may request a Department criminal background check for any employee or provider paid to provide services through the participant's spending plan.

The participant's FMS provider will assist applicable service providers in this process by directing them to appropriate locations where fingerprints can be taken. As a reminder, the cost for fingerprinting is the responsibility of the service provider.

Regional Center Executive Directors
September 29, 2023
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If there are any questions regarding the criminal background check requirements, please email sdpbackground@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
State Council on Developmental Disabilities
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Jim Knight, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Kathleen Dempsey, Department of Developmental Services