ALTA CALIFORNIA REGIONAL CENTER
Self Determination Program Participant Year 1 Checklist

This tool is to assist Participants and their families navigate the process to transition from traditional services to SDP. ***SCs will not be involved in all steps.***

☐	Participant completes the SDP Orientation	The Orientation offers an overview and explanation of the Self-Determination Program **(SDP)**. After you complete the SDP Orientation, please reach out to your Service Coordinator to provide a copy of the Orientation certificate and advise you would like to enroll in SDP. Timeline: Client self-paced.
☐	Participant consults and chooses an Independent Facilitator **(IF)** (optional) YES ☐ NO ☐ If yes, **IF** name: Email: Phone Number: Release of Information Signed and filed (required): YES ☐ NO☐	The Independent Facilitator (IF) may help with the Person-Centered Plan and assist with the transition to SDP. An Independent Facilitator is selected and directed by the participant and may assist in identifying needs, making informed decisions about the individual budget, locating, accessing, and coordinating services and supports consistent with the IPP. The cost of the Independent Facilitator, if any, shall be paid by the Regional Center for a maximum of 40 support hours. This funding is only available prior to transition into SDP. The Participant may choose to hire the Independent Facilitator to work beyond the initial SDP transition and pay for those services through the spending plan. Timeline: Upon receiving notification of the IF selection, the Service Coordinator will send a Release of Information to the Client. Within two business days, the Service Coordinator will acknowledge receipt and confirm when the Release of Information will be sent to the Client/Conservator/Guardian. Once the Independent Facilitator provides written information about the proposed transition services they intend to provide and the estimated number of hours, the Service Coordinator will prepare send an IPP Amendment to the Client/Conservator/Guardian within 30 days. Once the amendment is signed, the Service Coordinator will submit a purchase for payment within one week in accordance with ACRC Purchase of Service (POS) Policy and Procedures.

☐	Participant participates in a person-centered plan (optional)	This plan will guide the Participant through the rest of the year. The plan is also used to help identify needs for the budget development and services in the Spending Plan. The cost of the Person-Centered Plan, if any, shall be paid by the Regional Center for up to $1,000. This funding is only available prior to transition into SDP. Timeline: Once PCP and invoice are received, the Service Coordinator will send an IPP Amendment to the Client/Conservator/Guardian within 30 days. Once the amendment is signed, the Service Coordinator will submit a purchase for payment within one week in accordance with ACRC Purchase of Service (POS) Policy and Procedures.
☐	Planning Team discusses needs	The Planning Team discusses Client's needs. Service Coordinator will request documentation, as needed, to assess for services. The Planning Team will agree on a timeline to move forward if the requested documentation is not received. Service Coordinator will communicate timelines for any service requests that require committee review.
☐	Service Coordinator creates the Budget	The Service Coordinator will create a budget request based upon Planning Team agreement of services. The budget is equal to the amount of Regional Center funds authorized for services in the last 12 months as well as any newly assessed needs based on change in circumstance as identified in the planning team meeting. Once the budget is created, the Service Coordinator will send a copy to the Participant. The planning team will review the Individual Budget Calculation and Certification Tool **(IBCCT).** Once the client or their legal representative signs the IBCCT, it is certified. Timeline: The Planning Team will agree on the time for the Service Coordinator to create the budget request. Once the Service Coordinator submits the budget request, it will be generated within four business days. The Service Coordinator will then provide the budget to the Participant within two business days.
☐	Participant consults and chooses a Financial Management Service (**FMS**)	Participant identifies a vendored FMS agency. The FMS is the only required Regional Center vendor in SDP. The FMS is responsible for issuing payment to providers. All providers, whether business or

		individual employees, must onboard with the client's FMS to be able to receive payment. The FMS will instruct on the onboarding process and provider requirements. The FMS and client are responsible for verifying the providers are qualified for the services they are hired to perform. Participant is responsible for verifying their desired providers will onboard with the FMS and accept SDP participants/funds. ☐ **Bill Payer** - FMS pays invoices from companies - Individuals are employed by a company - Participant does NOT want to be the direct employer of their workers **FMS will pay companies for services and supports** ☐ **Co-Employer** - Businesses or individual employees can be hired for services. - Participant wants to SHARE being the employer of their workers with the FMS - FMS follows all employment laws - FMS handles necessary insurance related to employment - FMS shares being the employer - Participant ensures timecards are submitted and approved - Participant ensures invoices are submitted and approved **FMS checks background and qualifications and hold the Worker's Compensation policy** ☐ **Sole Employer** - Businesses or individual employees can be hired for services - **It's like having your own small business** - Participant wants to be the employer of their workers - Participant must obtain any necessary insurance related to employment - FMS will pay the bills - FMS will check backgrounds and qualifications - FMS assists Participant in following all employment laws - Participant ensures timecards are submitted and approved - Participant ensures invoices are submitted and approved **FMS can provide resource, but they are not liable for employment laws** Any support staff hired by the participant that will begin work must complete the enrollment with the FMS prior to working. The same applies for all service providers. Timeline: Client self-paced.

☐	Participant interviews and hires support staff and service providers	Participant will begin interviewing and hiring qualified service providers. Participants may negotiate rates with these providers and create a contract of service. *Participant will discuss with the Service Coordinator which services will require a semi-annual or annual progress report from their providers for continued assessment of need. Timeline: Client self-paced.
☐	Home and Community Based Services **(HCBS)** Compliance	Review HCBS steps on DDS website. Final Rule If Client will be accessing any disabled, group specific, site-based services, meet with the provider to complete the assessment tool together. Complete Setting Assessment Tool and send to your FMS. All providers must be HCBS compliant. Timeline: Client self-paced.
☐	Participant creates the Spending Plan	Spending Plan is created by the Participant as an outline of how IPP outcomes will be met with the intended services. The spending plan needs to include the services, how often the services will be purchased, the SDP service codes, and the cost of each service and support that will be purchased, per Self-Determination Directive dated November 25, 2025 (D-2025-Self Determination Program-003). Alta's Spending Plan Checklist can be found at Self-Determination Program Spending Plan Checklist - Alta California Regional Center. The total amount of the spending plan cannot exceed the amount of the individual budget. Timeline: Client self-paced.
☐	Participant reviews the Spending Plan with your Service Coordinator	The Participant will review the Spending Plan with the Service Coordinator to discuss how outcomes will be met with the intended services. Once the Service Coordinator has the information for all

		services on the spending plan, they will review for alignment with SDP statute, directives, and definitions. Once agreed on by all parties, the Spending Plan is signed and sent to the FMS. Timeline: Upon receipt of the spending plan, the Service Coordinator will schedule a meeting with the Participant within two business days. The initial submission of the spending plan will be reviewed within two weeks following the planning team meeting. If a revision or correction is needed, any subsequent submissions will be submitted to the Service Coordinator. The Service Coordinator will communicate their availability and offer the earliest available review time.
☐	Participant has SDP IPP meeting with Service Coordinator	An IPP meeting will be held to document the already discussed and agreed upon outcomes in addition to other updates. The IPP Agreement Form outlining the spending plan and FMS purchases will be signed. Upon signing the IPP agreement, the Participant will be enrolled in SDP upon the agreed upon start date. Timeline: In accordance with W&I code 4646(g), ACRC cannot authorize services until the IPP agreement form is signed. Therefore, the IPP must be held prior to entering SDP.

ADDITIONAL HELPFUL LINKS:

Department of Developmental Services (DDS)	**SDP-** Frequently Asked Questions