Alta California
Regional Center

Self Determination Program

PARTICIPANT Checklist for Years 2+

This tool is to help **Participants** navigate the process of renewing their SDP Plan Year.

Participant Name:	**UCI#:**

Completed	Approximate Timeline	Description
☐	**120 days (4 months) prior to the current plan year end date.** EX: If the Participant spending plan is dated for January 1 2026-December 31, 2026, then planning team would begin this process around September 1, 2026)	The Participant *may* update their Person-Centered Plan (PCP), with help from their Independent Facilitator (IF) if they choose. Funds are not added to the budget for this support. The Participant would need to allocate funds for this service on their spending plan. If the Participant is updating their PCP, they should provide it to the Service Coordinator (SC) at least 5 days prior to the needs meeting, ensuring the SC has time to review the document. The Participant, with support, will obtain any necessary assessment reports to show progress on goals and current needs for training and/or clinical services. Talk to your SC for more information on which services require an assessment report. The SC will **schedule a needs meeting** with the Participant and any other planning team participants that the Participant wishes to have present.
	120-90 days prior to the current plan year end	The Participant will meet with their SC and other planning team members. The planning team will review the prior year's budget, spending plan, FMS statements, assessments/progress reports, and PCP (if applicable). The purpose of this meeting is to discuss any changes in circumstance, resources, and/or needs. The SC will follow all procedural guidelines, including attending internal committees for service requests, prior to adding services to the budget.
☐	**Within 10 days of Needs meeting, SC submits budget worksheet. This could take up to 4 business days to process.**	The SC will complete the budget worksheet with the services that were assessed to meet the Participant's needs and IPP goals. After it is reviewed by Client Services Manager (CSM), the budget worksheet is submitted to the Self Determination Program (SDP) team to generate the Individual Budge Calculation Certification Tool (IBCCT or "budget").

		The budget is based on planning team agreement of services. It is equal to the amount of Regional Center funds authorized for services in the last 12 months with adjustments for any changes in resources, circumstance, and/or need. Adjustments are made when needs can be met with generic resources and/or natural support. Least costly services to meet the needs are taken into consideration as appropriate.
☐	**Within 5 business days of IBCCT completion**	The SC sends the budget to the Participant for their signature. If the Participant agrees with the budget, the Participant (or legal representative) will sign it. Once the budget is signed by the Client (or representative) and the SC, then it is certified. Changes can still be made after the budget has been signed. Spendings plans may be developed after the budget is certified.
☐	**Within 30 calendar days of certification of IBCCT (approximately 90-60 days from renewal)**	The **spending plan** is created by the Participant as an outline of how IPP outcomes will be met with the intended services and supports. 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 dollar amount of the spending plan cannot exceed the amount of the individual budget. Links: Service Codes and Service Code Definitions to help determine allowability of a service. The Participant may choose to use the Spending Plan Checklist document to aid them in completing the spending plan with all necessary features included. Every spending plan must be certified and signed by the Participant (or legal representative), SC, and a Participant Choice Specialist (PCS) (this includes midyear spending plan revisions). The spending plan will be reviewed within two weeks of providing it to the 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 SC 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 certified. The SC will then send the certified plan to the Financial Management Services (FMS).

☐	**Home and Community Based Services Compliance (HCBS)**	HCBS Final Rule If the participant will be accessing services specific to the Intellectually Disabled/Developmentally Disabled (IDD) population in congregate settings, an HCBS Setting Assessment Tool must be completed. Complete Setting Assessment Tool with the Participant's service provider and send it to their FMS.
☐	**60 days prior to renewal**	The Participant's Service coordinator may suggest a **spending plan extension** or a **gap budget** if the renewal will not be ready by the expiration of the current plan year. This will help to ensure that there are no gaps in services and can allow the planning team more time to discuss and assess for services. DDS Directive regarding continuing the individual budget & spending plan A **spending plan extension** is where the existing available funds from The Participant's current budget are used for an additional 30-60 days, making the spending plan reflect a total of 13 or 14 months. A **gap budget** is a short-term budget, covering 30 or 60 days, reflecting the services and rates agreed upon on the prior signed budget, excluding any one-time services. This budget requires a spending plan, supporting the same assessed needs reflected on said budget. The services on the gap budget should not reflect any new services.
☐	**30 days prior to SDP year end**	After the Participant's spending plan has been certified, the Participant will meet with their service coordinator (and any other members of the planning team that they would like to invite) for the Participant's annual IPP meeting to document all goals, services, and supports as previously discussed using the DDS Standard IPP. The Participant and their service coordinator should review which of their IPP/spending plan services will require progress reports or other assessments for ongoing budget funding.
☐	**30 days prior to SDP year end**	In accordance with the W&I code 4646(g), ACRC cannot authorize services until the IPP agreement form is signed. Therefore, the IPP meeting must be held prior to the start date of the spending plan. The meeting cannot be held until after the spending plan has been certified by all appropriate parties. After the SC submits the purchases, they will provide the Participant's FMS with a copy of the signed spending plan to notify them of the new purchase.
☐	**Within 30 business days of date IPP Agreement Form is signed**	After the Participant's IPP meeting, SC will write the IPP document within the next 30 days as ACRC's best practice (45 days per statute).