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GOVERNOR

June 28, 2024

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: STANDARDIZED INDIVIDUAL PROGRAM PLAN TEMPLATE AND PROCEDURES

In September 2023, the State's Budget Trailer Bill for developmental services, SB 138 (Chapter 192, Statutes of 2023), added Welfare and Institutions (W&I) Code section 4435.1, requiring the establishment by June 30, 2024, of a standardized individual program plan (IPP) template and standardized procedures that are consistent with person-centered services planning requirements. Person-centered services planning requirements are described in the Federal Medical Home and Community Based Final Rules (42 Code of Federal Regulations 441.301(c)(1-3)).

The purpose of this guidance is to distribute the established IPP template, the associated agreement form and the IPP Guide for regional centers, which collectively meet the expectations described in W&I Code section 4435.1(d). Regional centers shall implement the standardized IPP template and procedures no later than January 1, 2025.

Background

Prior to the established Trailer Bill language requiring the Department to develop a standardized IPP template and procedures, the Department was working with the Regional Center Performance Measures workgroup to establish a standard IPP template for use by all regional centers. Between February 2023 and January 2024, the Department met with a cross section of representatives from all aspects of the developmental disabilities services system including individuals and self-advocates, families, regional centers, advocacy organizations and culturally and ethnically diverse organizations to review draft templates and obtain feedback. As a result, a final template was reviewed with the Regional Center Performance Measures workgroup in April 2024. The final version of the IPP template was also presented publicly before finalizing.

Standardized IPP Template (Enclosure A)

The IPP template consists of the following components or sections:

- Introduction: information about the individual, important things to know, what people like and admire about the individual and some of the individual's successes.
- How this Plan was Developed: details about the planning meeting, who was present and how each person participated in the planning meeting.
- Vision for the Future: information about short and long-term goals for the future of the individual.
- Communication: methods and preferences of communication used by the individual, what others need to know to communicate with the individual, supports or devices needed for communication and other information to share about how the individual communicates/understands.
- Decision-Making: if support or advice is needed for the individual to make decisions in areas of their life and who they turn to for that assistance, including any legally appointed decision makers.
- Life Areas: additional and optional information to capture an individual's specific objectives/desires and the supports needed where the objectives/desires are based on a specific set of categories. Each Life Area will address the desired outcome, what is currently happening, what is important to and important for the individual and what needs to be done. Generic and natural supports should be included in these Life Areas. An individual can choose to include as many or as few of these life areas as they would like:
 - *Choice/Advocacy*: the choices and decisions that individuals make for themselves, or with the support of those they trust
 - *Community Participation*: information about a person's interest, hobbies, activities, and places they enjoy spending their time or activities that an individual participates in within their community, such as volunteering, social recreation, or day program activities
 - *Education/Learning*: the educational goals, settings, and supports that are important to the individual
 - *Employment*: information about competitive integrated employment and services and supports needed to achieve, obtain, and maintain employment for the individual

- *Healthcare/Wellness*: a summary of the individual's relevant medical information and any significant changes, current medications and access to medical services or referrals that are necessary
 - *Home Life/Housing*: information about the individual's living situation, wants, needs and desires about housing and types of supports that may be beneficial to the individual and/or family
 - *Income/Finances*: information about benefits, wages, money management, paying bills and budgeting
 - *Personal/Emotional Growth*: emotional well-being and mental health
 - *Relationships*: important relationships in an individual's life, including their circle of support, and who the individual prefers to be around
 - *Safety Considerations*: information about an individual's age, medical diagnoses, living situation, community participation or level of support required to keep them safe
 - *Supports at Home*: daily tasks and activities that occur in the home, support that others assist with while in the home through family, roommates, paid supports or assistive devices
 - *Transportation/Getting Around*: the ways in which the individual gets around, preferred types of transportation and how to access transportation
- Emergency Planning: information about the risks in an individual's life that may lead to an emergency, if there is a plan in place for an emergency and who should be contacted in case of an emergency.

The IPP template is available in first and third person versions. Selection of the version preferred for use by the individual should be discussed with the IPP team.

IPP Agreement and Signature Form (Enclosure B)

The IPP Agreement and Signature Form includes identifying information about the individual, services and supports necessary to meet the desired outcomes as described in the IPP, including services available to the general public (generic services) and services purchased by the regional center. The AGREEMENT and SIGNATURE PAGE also include administrative requirements that must be documented in the IPP including the agreement on services, acknowledgements of required information presented during the IPP meeting, whether any modifications are needed due to rights restrictions related to the Home and Community Based Settings rules, signatures of all individuals who participated in the IPP meeting and an optional satisfaction survey for the individual, parent or authorized representative to complete.

Individual Program Plan Guide for Regional Centers (Enclosure C)

A written guide for regional center service coordinators is included with detailed information about the process and procedures necessary for development of an IPP that is person-centered, including how to prepare for an IPP meeting, how to conduct the IPP meeting and how to complete each section of the IPP template with examples of information and things to think about during the IPP meeting.

An additional guide for individuals and families to prepare for an IPP meeting is currently under development. The guide will be in plain language and will emphasize the importance of involving the individual in decision-making and aligning services with their goals. Worksheets will also be included to help individuals identify their preferences, strengths, and goals, as well as tips for before, during and after the planning meeting. This guide will be released and available for use before the January 1, 2025 implementation date.

Implementation Timeline and Training Requirements

The timeline for this initiative is as follows:

- June 30, 2024: Regional centers receive the new standard IPP template, IPP agreement and signature form, and IPP guide for regional center service coordinators.
- July 2024: The Department will work with SANDIS to program the new standard IPP template for regional center use. Regional centers currently using other IPP software will be responsible for assuring their IT system meets this new standard IPP template.
- August 2024-September 2024: The Department will host a series of training sessions about the new standard IPP template and guide for service coordinators.
- September 2024-December 2024: Training for regional center staff on implementing the new standard IPP template.
- January 1, 2025: Regional centers will use the new standard IPP template for all new IPP meetings, amendments, reviews and renewals. In the instance of biennial or triennial IPPs, individuals and families will have the option to transition to the new IPP template. If selecting the new IPP, regional centers must accommodate the request. By the end of 2027, all IPPs will transition to this new IPP template.
- June 30, 2025: Following the first year of implementation, the Department will make changes in response to feedback from the regional centers and provide revisions to the IPP template and guide for service coordinators as needed.

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To standardize the implementation process, the Department will host a series of train-the-trainer sessions related to the new standard IPP template and the guide for service coordinators. The Department will develop training materials for regional center use. Each regional center is required to have staff participate at these training sessions. The Department recommends certified Person-Centered Plan Facilitation Trainers and any other identified training staff be involved in these training sessions. Additional details about the trainings will be provided in future correspondence.

If you have any questions regarding the IPP materials or this correspondence, please email rcmeasures@dds.ca.gov.

Sincerely,

Original Signed by:

BRIAN WINFIELD
Chief Deputy Director

Enclosures

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
Nancy Bargmann, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
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