

Individual Program Plan (IPP) 2.0: An Overview on the New IPP Format, Tools, Tips & Best Practices for a Successful Plan

Presented By:

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Our Time Today...

- About Your Partners
- Recap of IPP Basics
- Person-Centered Planning as Your Foundation
- The new IPP template & “Your Plan” doc
- Tips, Tools & Advocacy Best Practices for Your IDD Services
- Additional Resources



Your California State Council

The State Council on Developmental Disabilities (SCDD / State Council) is established by state and federal law as an independent state department.

The Council advocates, promotes and implements policies and practices that achieve self-determination, independence, productivity, and inclusion in all aspects of community life for Californians with developmental disabilities and their families.

We disrupt systems to make them work better—more effective, efficient, agile, and accountable for Californians with IDD and their families.

[The Developmental Disabilities Assistance and Bill of Rights Act of 2000](#)
[Lanterman Developmental Disabilities Services Act](#)

State Council's Regional Offices

Connect people to needed services and supports

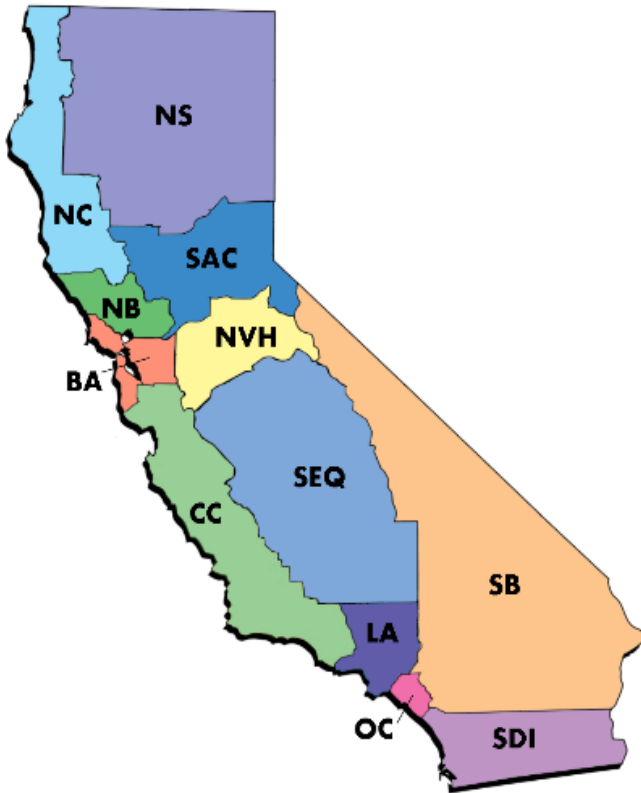
- Systems navigation, inform about rights & resources, etc.

Strive to improve services and supports

- Review policies and practices, identify services needed but not available, monitor legislation. Help build capacity.

Help people become part of their communities

- Encourage and assist various advocacy organizations, educate the public, help the community engage in systems change work and leadership development.





The Lanterman Act, **like all other civil rights**, will only survive into the future if our community uses it, is vigilant, active, and engaged in protecting and upholding it.



Examples of How Lanterman Act Protects the Rights of People with IDD

- Services that protect liberty, provided in the least restrictive (most integrated) way;
- Dignity, privacy and humane care;
- Treatment, services and supports in natural community settings, to the greatest extent possible;
- Choices in one's own life, including where and with whom one chooses to live, relationships with people in the community, how to spend time (including education, employment and leisure), the pursuit of one's chosen personal future;
- The opportunity to make decisions and to have information understand to help make informed choices.

See Welfare & Institutions Code (WIC) §§ 4502 for more info

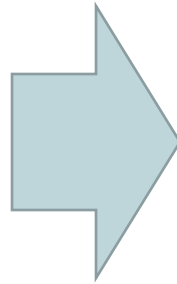
Structure of the IDD Service System (1 of 2)

Department of Developmental Services (DDS)

DDS oversees the delivery of services on behalf of the Regional Centers to people with developmental disabilities.

DDS has performance contracts with each Regional Center.

DDS provides directives to Regional Centers.



Regional Centers (RCs)

RCs are non-profit agencies.

Governed by a board of directors & in contract with DDS.

Responsible for determining eligibility, per the law.

Responsible for the coordination of services.

Responsible for development of Individual Program Plan (IPP), with you.

Structure of the IDD Service System (2 of 2)

Regional Centers (RCs)

- Regional Centers are non-profit agencies.
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- Responsible for the coordination of services to people with developmental disabilities.
- **Responsible for the development of Individual Program Plan (IPP), with you.**



Service Providers / Vendors

- May be for-profit or non-profit.
- Are vendored, or otherwise are approved to provide services.
- **Provided to persons eligible for Regional Center services, as written in their IPP.**
- Service providers are responsible for delivering services.

It ALL Starts with Person-Centered Planning (1 of 3)

Person-Centered Planning (PCP):

Person-centered planning (PCP) is a planning process for identifying a person's strengths, challenges, preferences, needs, desires, short- and long-term goals, and more. It helps map out what is important **TO** a person, and what is important **FOR** a person.

PCP helps a person and their circle of support determine what kinds of supports and services (natural and formal) will best support them.

It ALL Starts with Person-Centered Planning (2 of 3)

Person-Centered Thinking is based on the idea that individuals who use supports and services should:

- Tell us how they want to live, in the ways they can.
- Look at 'natural resources' (people, places, skills and tools) to have the life they want, or as close to it as possible.
- Get the support to make the above happen!

It ALL Starts with Person-Centered Planning (3 of 3)

A functional and up to date Person-Centered Plan (PCP) can:

- Be helpful in evaluating a person's current situation/environment/activities/circle of support/life path.
- Can make clearer what is valuable and what may need changing.
- Can help in managing risk.
- Can be leaned on in a period of crisis.

Read more: WIC Section 4685.8(k), WIC Sections 4646(a) & 4646.5(c)

The IFSP / IPP in a Nutshell

- **Individual Family Services Plan (IFSP):** A formal written plan that outlines the early intervention services that a child will receive when they are eligible for Early Start.
- **Individual Program Plan (IPP):** A formal written plan that is the legal agreement between a person with IDD and the state. A plan that results from planning efforts which may include discussions, meetings, and/or person-centered planning efforts. Thinks of an IPP as an 'action plan' that talks about goals and the support a person needs to live the way they want.

The Individual Program Plan (IPP)

“The Individual Program Plan (IPP) is a written document that you create with your planning team. This document should be person-centered and has information about you. It includes what is happening in your life, what is important to you and lists all your goals and future plans. The IPP will include a list of services and supports that you and your planning team agree will help you meet those goals. IPP meetings can happen as often as your needs or goals change”.

<https://www.dds.ca.gov/rc/ipp/>

IPP – The NEW Template Sections

Starting now, your regional center will start using a new format for your IPP.

IPP Sections

- Introduction
- How the plan was developed
- Communication
- Decision-making
- Life areas
- Emergency Planning

IPP Agreement and Signature Forms

- Services and Supports
- Agreement of Services
- Rights and Acknowledgements
- Signatures


The Individualized Program Plan (IPP): NEW Template, NEW Tools

To help you understand the new format and get ready for your IPP meeting, DDS has created a document called “Your Plan.”... In the “Your Plan” guide, you will find:

- An opportunity to learn about Person-Centered Planning
- Tips for before, during and after your planning meeting
- A workbook called “About You.” that will include:
 - Questions to help you think about the important areas of your life (PCP)
 - Space for you to write down your answers to those questions

Download and/or print “Your Plan”: <https://www.dds.ca.gov/rc/ipp/>

The NEW IPP Planning Document



Your Plan

Building Your Individual Program Plan Using Person-Centered Tools

DDS Department of Developmental Services

Let's take a look at the "Your Plan" doc...

A Deeper Look at the NEW Template

Let's take a look at the new template...

MY INDIVIDUAL PROGRAM PLAN

Legal Name: click or tap here to enter first name click or tap here to enter last name

UCI Number: click or tap here to enter UCI number

Date of Birth:

IPP Meeting Date:

Amendment Date:

Next Review Date:

Type of Plan: click or tap here to select type of plan

OR ☐ **Amendment:** click or tap here to select a reason

INTRODUCTION

Things people should know about me:

Click or tap here to enter text.

What people like and admire about me:

Click or tap here to enter text.

Successes I want others to know about:

Click or tap here to enter text.

HOW THIS PLAN WAS DEVELOPED

Where did my meeting happen?

Click or tap here to enter text.

What part did I choose to play in making my plan?

Click or tap here to enter text.

Learn & Watch MORE on the new IPP Template

Check out templates, videos in English and Spanish, recorded meetings and trainings about the new format, FAQs, sample forms:
<https://www.dds.ca.gov/rc/ipp/>



[Watch more videos in this series](#) 



Tips & Tools

Get to Know WIC Section 4512(b)

The determination of which services and supports are necessary for each consumer shall be made through the individual program plan process...

The determination shall be made on the basis of **the needs and preferences of the consumer** or, when appropriate, the consumer's family, and shall include consideration of a range of service options proposed by individual program plan participants, the effectiveness of each option in meeting the goals stated in the **individual program plan**, and the **cost-effectiveness** of each option...

Best Practices in Working with Your Regional Center & Service Providers

- Know your regional center contacts, their best method of contact, who their supervisor and unit manager are. Get to know your regional center's website and DDS' website.
- Save all documentation (paper trail) with the regional center and service providers.
- Keep on top of what goals and needs are relevant to you / your person. Communicate early and plan ahead whenever possible.
- Know your rights and the timelines for action.

Best Practices Before your IPP Meeting

- Complete some Person-Centered exercises and have some PCP meetings with trusted members of your circle of support.
- Make sure progress reports / Individual Service Plans (ISPs) and other data is captured and shared. Align this with the goals on your last IPP.
- Document recent successes, challenges, hopes, dreams, and interests since your last IPP meeting.
- Practice decision making using the communication tools and approaches that best works for the individual.

Prepping for your Individualized Program Plan (IPP)

- The IPP is a contract: a formal and enforceable agreement. Know what should be included in your IPP and have the latest / current copy handy.
- In prep for new or amended IPPs:
 - Know when you can request another IPP meeting or make a change to your IPP.
 - Make a list of goals and a list of services and supports to reach your goals.
 - Know your IPP planning team.
 - Ask for an interpreter (if applicable).
 - Know your right to sign all, or only parts you agree with.

WIC §§ 4646, 4646.5, 4648(a)(1)

Best Practices for After your IPP Meeting

- Audit the draft plan to make sure everything was captured correctly. Book a continuation meeting if more discussion or agreements are needed.
- Focus on the implementation of services and supports to meet the goals.
- Collect and document data on progress (in an accessible way with the person-served).
- Keep in communication with your circle of support and leverage them for brainstorming or problem solving.

Get to know WIC Sections 4646.4 & 4659(a)

When purchasing services and supports, shall ensure all of the following:

- Utilization of **generic services** and supports when appropriate.
- Consideration of the family's responsibility for providing similar services and supports for a minor child without disabilities.

...Shall identify and pursue all possible sources of funding for consumers receiving regional center services. These sources shall include, but not be limited to:

- Government programs, including Medi-Cal, school districts, federal supplemental security income, etc.
- Private entities, to the maximum extent they are liable for the cost of services, aid, insurance, or medical assistance to the consumer.

Generic Services, in Other Words...

- Services and supports that other agencies (not DDS or regional centers) that have a legal responsibility to fund. (i.e. School District, IHSS through the county, etc.).
- The regional center cannot provide services that you are eligible for through generic services but **CAN** while coverage is being pursued but before a denial is made.
- The regional center can help you advocate for generic services, when requested at the IPP.
- The regional center is the 'Payer of Last Resort'.

Know about Dispute Resolution

- **Notice of Action (NOA):** If the regional center denies a service request, a NOA must be issued. The NOA will have important timelines and appeal information.
- **Appeal:** After receiving a Notice of Action (NOA), you have **60 days** to appeal. This process is asking for a decision to be reviewed when you believe the decision was incorrect. Fill out a Fair Hearing Request Form in writing or online:
<https://www.dds.ca.gov/general/appeals-complaints-comments/fair-hearings-complaint-process/>.
- **Aid Paid Pending:** The right for your existing service to continue unchanged, if appealed within **30 days**.

WIC §§ 4707, 4710-4714

Dispute Resolution (cont.)

- **Informal Meeting** (optional): A meeting with decision makers from the regional center to discuss the services you need and the dispute. The informal meeting must take place within **10 days of receipt** of your appeal. The regional center then has **5 working/business days** to send you a letter with their decision.
- **Mediation** (optional): A meeting with you, a regional center representative, and a mediator (a neutral third party trained to serve as a mediator) to be held within **30 days** of your appeal. A written resolution (agreement) goes into effect **10 days** after both parties agree.
- **Fair Hearing**: The administrative decision-making process through the Office of Administrative Hearings (OAH). This is the procedure to appeal a decision of the regional center. The hearing should be held within **50 days** of your appeal.

A Growth Mindset re. Advocacy

***SPEAK YOUR MIND,
EVEN IF YOUR VOICE SHAKES***

-Maggie Kuhn

***Never doubt that a small
group of thoughtful, committed
citizens can change the world.
Indeed, it is the only thing that ever
has.***

-Margaret Mead, U.S. Anthropologist

An illustration showing several hands of different skin tones (teal, orange, brown, purple) stacked together in a supportive gesture, symbolizing unity and collective action.

**Ways to take Your
Advocacy to the Next
Level**

Systems Advocacy Beyond the IPP (1 of 2)

Meetings to consider participating in:

- **Regional Center Board of Directors** meetings – Regional Centers policies and final decisions are reviewed and voted on *at these meetings by the Board of Directors*.
- **POS** meetings – Regional Center must compile data of the Purchase of Service (POS) that they provide to the people they serve and *hold a public meeting on this/report it to the community*.

Systems Advocacy Beyond the IPP (2 of 2)

Meetings to consider participating in:

- **Performance meetings** – Regional Centers must work with the community they serve to develop goals and yearly objectives in their performance standard areas *through public meetings/by holding a meeting*.
- **Public Meetings, Info Sessions, or Hearings** involving Department of Developmental Services.
- **State Council** meetings or State Council Regional Advisory Committee (RAC) Meetings.

Additional Resources and References (1 of 2)

- CA Dept of Developmental Services (DDS) IPP homepage:
<https://www.dds.ca.gov/rc/ipp/>
- CA DDS IPP Toolkits and Planning Videos:
<https://www.dds.ca.gov/toolkits/ipp-person-centered-planning-video-toolkit/>
 - For questions and additional information, please contact IPPSupport@dds.ca.gov.
- About Home and Community-Based Services (HCBS):
<https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/assessment-information/>
& <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/faq-hcbs-rules/>

Additional Resources and References (2 of 2)

- State Council on Developmental Disabilities (SCDD):
<https://scdd.ca.gov/resources/>
 - Resources on Supported Decision-Making: <https://scdd.ca.gov/sdm-tap/>
- Department of Developmental Services' (DDS) appeals and complaints information: <https://www.dds.ca.gov/general/appeals-complaints-comments/>
- Disability Rights California's (DRC) Rights Under the Lanterman Act Manual: <https://rula.disabilityrightsca.org/>
- DDS' Self-Determination Program (SDP) Homepage:
<https://www.dds.ca.gov/initiatives/sdp/>

State Council on Developmental Disabilities' Regional Offices

North Coast (Del Norte, Humboldt, Lake, Mendocino) northcoast@scdd.ca.gov (707) 463-4700

North State (Butte, Tehama, Plumas, Lassen, Glenn, Modoc, Shasta, Siskiyou, Trinity) northstate@scdd.ca.gov (530) 895-4027

Sacramento (Alpine, Colusa, Sierra, El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, Yuba) sacramento@scdd.ca.gov (916) 263-8134

North Bay (Napa, Solano, Sonoma) northbay@scdd.ca.gov (707) 648-4073

Bay Area (Alameda, Contra Costa, Marin, San Francisco, San Mateo) bayarea@scdd.ca.gov (510) 286-0439

North Valley Hills (Amador, Calaveras, San Joaquin, Stanislaus, Tuolumne) northvalleyhills@scdd.ca.gov (209) 473-6930

Central Coast (Santa Clara, Monterey, Santa Barbara, Ventura, San Benito, San Luis Obispo, Santa Cruz) centralcoast@scdd.ca.gov (408) 324-2106

Sequoia (Fresno, Kern, Mariposa, Madera, Kings, Tulare, Merced) sequoia@scdd.ca.gov (559) 222-2496

Los Angeles (Los Angeles) losangeles@scdd.ca.gov (818) 543-4631

Orange County (Orange) orangecounty@scdd.ca.gov (714) 558-4404

San Bernardino (San Bernardino, Riverside, Inyo, Mono) sanbernardino@scdd.ca.gov (909) 890-1259

San Diego Imperial (San Diego, Imperial) sandiego@scdd.ca.gov (619) 688-3323

Let's Connect

Websites:

<https://scdd.ca.gov/>

On Social:

<https://www.facebook.com/CalSCDD>

<https://x.com/CalSCDD>

<https://www.instagram.com/calscdd/>