

# INTRODUCTION TO THE SELF-DETERMINATION TRANSITION PROCESS

Created by Expand Yu LLC





# YOUR PLANNING TEAM

If someone wanted to write a story about you, who would you want them to talk to? Who would have the best things to say?

People on your team can contribute directly during planning meetings, or indirectly via email or letters, or surveys prepared by your facilitator.

Friends &  
Family

RC  
Coordinators,  
Social Workers

Service  
Providers

Teachers,  
Tutors

Doctors,  
Therapists

*anyone who  
knows you well*



# ENTERING SELF-DETERMINATION OVERVIEW

STAGE	STAGE	STAGE	STAGE	STAGE
<b>01</b> UNDERSTANDING SELF-DETERMINATION	<b>02</b> CREATING THE PERSON-CENTERED PLAN	<b>03</b> GETTING A CERTIFIED BUDGET	<b>04</b> CREATING A SPENDING PLAN	<b>05</b> ONBOARDING WITH AN FMS
Learn about the <i>possibilities</i> and the <b>responsibilities</b> of the Self-Determination Program.	Point out the most important <i>problems</i> and <b>dreams</b> you want to work on in SDP.	Work with your Regional Center to figure out how much money you will be able to spend in SDP.	Decide what supports and services you want to spend your money on in SDP.	Sign up with your FMS of choice and get all your supports and services signed up too.
				

# SDP TRANSITION TIMELINES



## PCP Creation

Planning & creating the PCP document with your IF



## Certified Budget

Your Regional Center team creates a budget according to your needs and goals



## FMS Onboarding

Find and sign up with an FMS agency and get your service providers signed up and ready to work.



## Spending Plan

You and your IF will create a plan to make the most of your budget funds to meet your needs in SDP



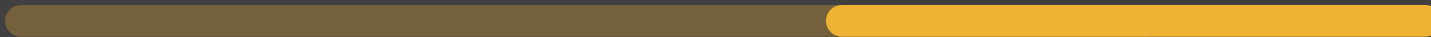
## Finalize SDP Start

Complete final paperwork with FMS and Regional Center for your SDP Start Date.



## Finding Providers

Identifying providers in your community that can meet your needs



## SDP IPP

Your Regional Center team will incorporate your PCP and spending plan into your new IPP to prepare for your first year of SDP



M1

M2

M3

M4

M5

M6

M7

M8

M9



# THE PERSON-CENTERED PLANNING PROCESS

## STEP 1

### PRE-PLANNING

- ❖ Understanding your current life and services & supports.
- ❖ Collecting information from your support team, friends, and family.
- ❖ Learning what is urgent and what is important.

1 – 2 Weeks

## STEP 2

### PLANNING SESSIONS

- ❖ Diving deeply into the most important issues and dreams
- ❖ Creating clear goals for your first year of Self-Determination

2 – 5 Weeks

## STEP 3

### PLAN CREATION

- ❖ I bring together all the information we collected into a single document: your Person-Centered Plan

1 – 2 Weeks

## STEP 4

### PLAN REVISIONS

- ❖ You and your support team review the document and provide feedback and ideas for how it can be better
- ❖ I make changes to the plan to make it better

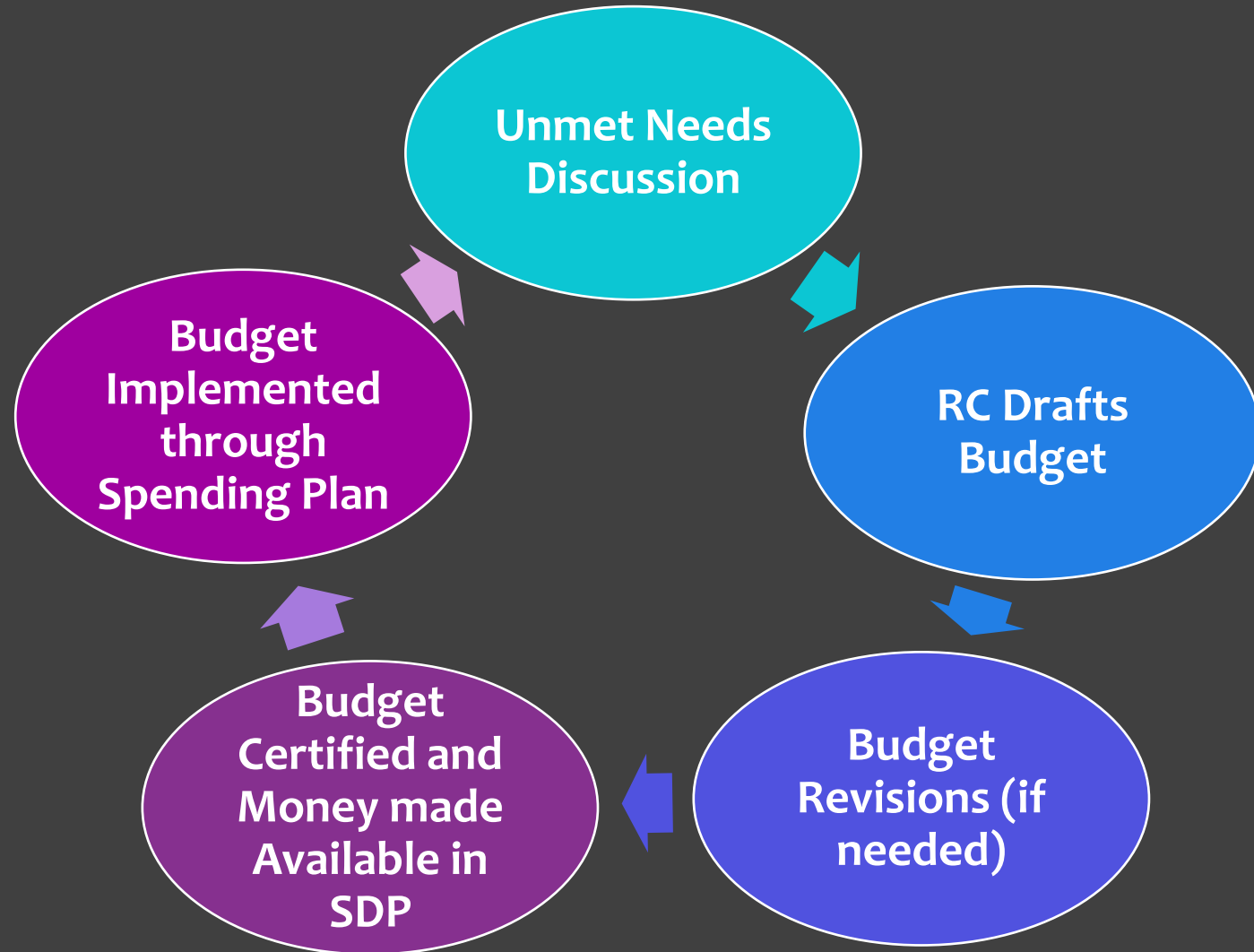
1 – 3 Weeks



# THE BUDGET CYCLE

This cycle is repeated each **SDP year**.

However, if there are changes of life circumstances and new unmet needs, it may happen earlier.



# CREATING A SPENDING PLAN

## During Person-Centered Planning

- Talk about how you want your services to change
- Brainstorm new services (if applicable)
- Begin searching for new providers (if applicable)

## During the Budget Process

- Identify providers you want to use
- Negotiate rates with your providers
- Let your providers know you plan on switching to SDP
- Inform your providers about how billing may change in SDP

## Creating a Spending Plan Draft

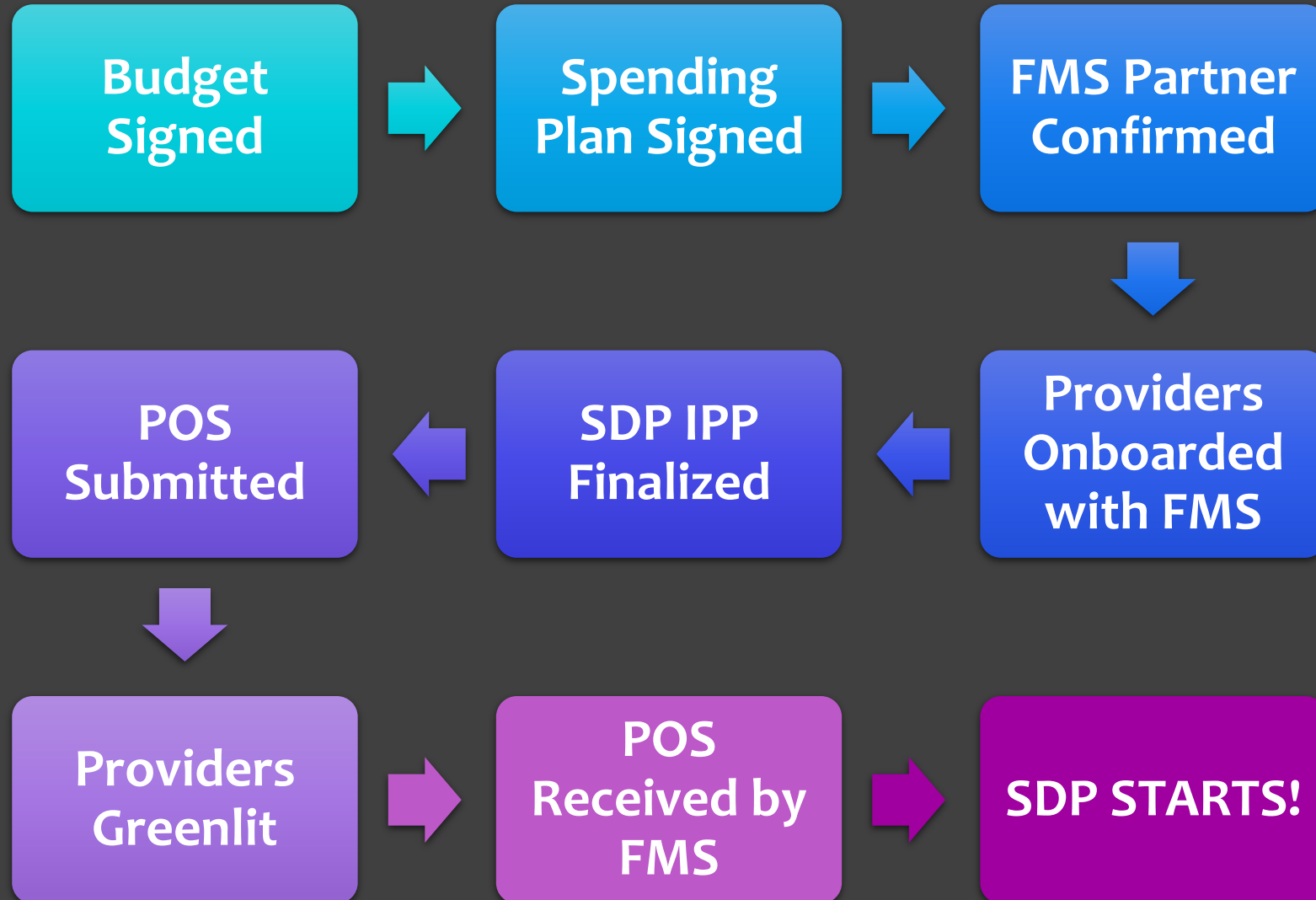
- Determine the ideal number of hours or sessions you want to use your services throughout the year
- Prioritize supports that will make the biggest difference
- Stay within the allocated budget total

## After Selecting an FMS

- Finalize numbers making sure to factor in employer burden or other expenses
- Include information your FMS requires such as # of employees, different rates, etc.



# FINALIZING SELF-DETERMINATION







# SELF-DETERMINATION FMS MODELS



## Bill Payer

- No Direct Employees
- Hire businesses, agencies, or independent contractors
- No additional costs.



## Co-Employer

- The FMS hires employees you choose
- Your FMS handles payroll, taxes, benefits, insurance, etc.
- Employer burden must be factored into spending plan.



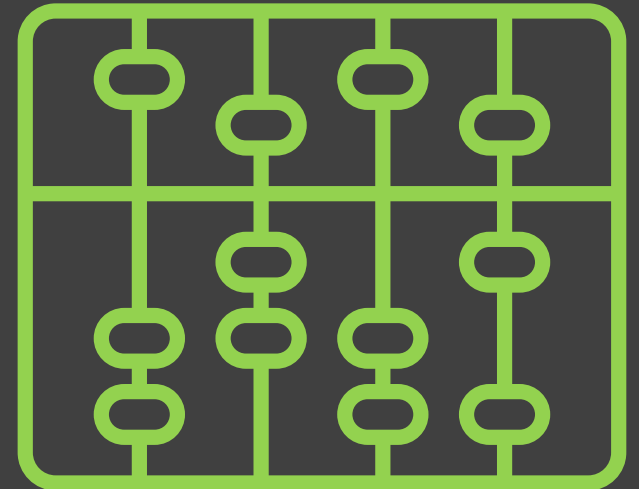
## Sole-Employer

- You hire employees yourself
- Your FMS handles payroll and taxes
- You may need to choose benefits and worker's comp. insurance
- Employer burden must be factored into spending plan.
- Most customizable
- Most responsibility

# EMPLOYER BURDEN & EMPLOYMENT-RELATED COSTS

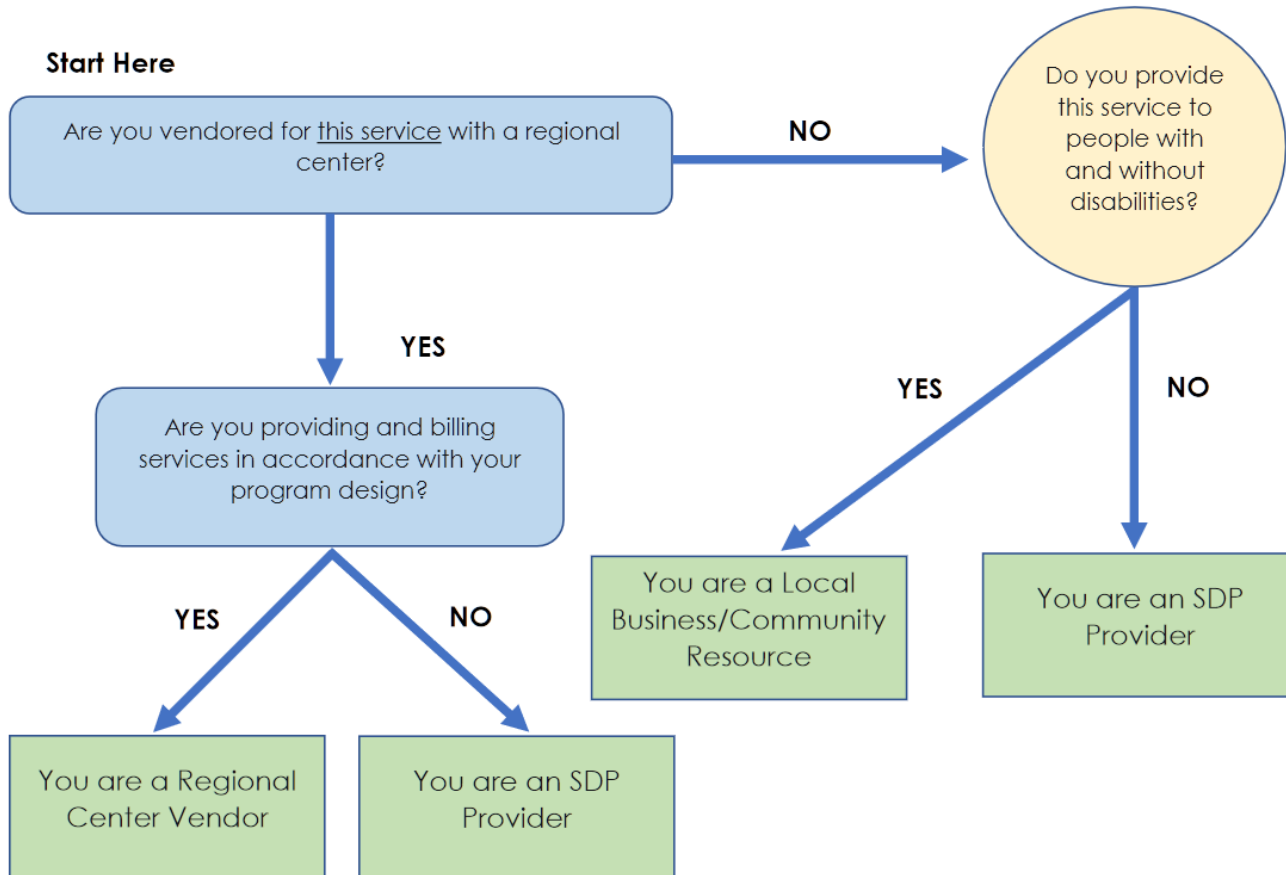
*If you are hiring staff directly, the additional costs will need to be factored into your calculations for spending. Your FMS and IF can help ensure enough funds are set aside to cover these costs.*

- Employer Burden
  - Federal Insurance Contributions Act (FICA Taxes)
  - Federal Unemployment Tax Act (FUTA Taxes)
  - State Unemployment Tax Act (SUTA Taxes)
  - Employment Training Tax (ETT)
  - Worker's Compensation Insurance
  - Paid Sick Leave
- Other Employment Related Costs
  - Health Insurance
  - Retirement Benefits
  - Overtime



# TYPES OF PROVIDERS IN SDP

## Billing Requirements in the Self-Determination Program (SDP)



## Providers that submit **Invoices**

- Regional Center Vendor
- SDP Provider
- Local Business / Community Resource

## Providers that submit **Timesheets**

- Employee

Local Businesses can **also** bill or receive payment in whatever way they typically charge their local customers.

Purchases are requested via a **purchase request form** submitted by the participant, family, or Independent Facilitator



# YOUR TRANSITION SUPPORT FUNDING

## Regional Center Funded Supports for Starting Self-Determination

Person-Centered Planning Services  
(up to \$1000)

Transition Supports  
(up to 40 hours at **DDS set rate**)

Pre-Planning

Planning Meetings

Document Creation

Individual Budget

Spending Plan

FMS & Provider Onboarding

# ONGOING SDP FACILITATION (AFTER STARTING SDP)

- After starting Self-Determination it is recommended that you have ongoing support from a trained Independent Facilitator for at least the first 1 – 2 years of SDP
- Your Independent Facilitator can help with:
  - Changes to your life & Person-Centered Plan
  - Changes in Providers or the amount of money assigned to them in your Spending Plan
  - Updates to your Budget due to changes in your needs
  - **Renewal for Year 2 of SDP** which includes a new Budget, new Spending Plan, and new SDP IPP
- Ongoing support from an IF is paid through the SDP Spending Plan.
  - Cost varies between different Facilitators.
  - **Expand Yu charges \$120 / hour for ongoing facilitation.**

# DETERMINING IF EXPAND YU IS THE RIGHT FIT FOR YOU

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# ABOUT MY PERSPECTIVE



## I am

- Autistic
- Queer
- Bilingual (Spanish)
- Nerdy!

## I love

- Fiction (books, podcasts, anime)
- Organizing information
- Building Community

## I come from

- Low-Income
- Immigrant family
- Greater Los Angeles
- Wellesley College

## I stand for

- Self-Determination and maximizing **Autonomy**
- Liberation, Land Back, and Decolonization Worldwide



# MY STYLE OF SERVICE

The best results come from working with someone who aligns with your needs. A lot about this process is customized to individual participants, but here is a bit about **my style and approach**.

Communication	Person-Centered Planning	Collaboration	Budget / Spending
<ul style="list-style-type: none"><li>▪ Our work is <b>fully remote</b></li><li>▪ Pre-scheduled meetings via MS Teams or by phone</li><li>▪ Primary communication by email</li><li>▪ I can also text</li><li>▪ I typically don't answer unscheduled phone calls (please leave a voicemail)</li></ul>	<ul style="list-style-type: none"><li>▪ Centered around the participant's interests</li><li>▪ Holistic – looks at all aspects of life and how they interact</li><li>▪ Finding solutions that address multiple needs at once</li><li>▪ Maximizing the participant's <b>autonomy</b></li><li>▪ Zooming in on what will make the biggest difference in the next 12 months</li></ul>	<ul style="list-style-type: none"><li>▪ I am your partner in advocacy, I can provide language, context, and experience but RCs listen most when clients and their families speak up rather than to a third party</li><li>▪ I am a consultant and a project manager first and foremost – my role is to guide and prompt</li><li>▪ I can help with SDP paperwork, but you must review and sign</li><li>▪ Keep me in the loop! I can't address what I can't see.</li></ul>	<ul style="list-style-type: none"><li>▪ Advocating for participants to receive <b>fair</b> budgets that address their needs</li><li>▪ “How do we <b>make the most out of limited funds</b> with the new flexibility of SDP?”</li><li>▪ As much as possible, let's tackle the root challenges rather than trying to spread our funds too thin.</li><li>▪ How do SDP funds impact use of personal funds?</li><li>▪ The initial spending plan is our best first guess; plan to review a few months into SDP.</li></ul>
<p><b>I cannot directly assist with</b> obtaining generic resources like IHSS, SSI, SSDI, Medi-Cal, CSS, or services through the IEP.</p>			



# ADDITIONAL TIPS

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# PRE-PLANNING CHECKLIST

## SOME THINGS TO CONSIDER BEFORE STARTING THE PLANNING PROCESS

- **What kind of plan facilitator do you want?**
  - Is there a particular style or approach you want?
  - Are certain personality traits or is cultural background important to you?
  - What do you need the most support for?
- **Why do you want to create a person-centered plan?** What do you hope this plan does for you?
- What's the most important thing for someone to know about you?
- Make a list of people in your life who could provide valuable insights about you, your skills, interests, passions, potential, and support needs.
  - Who do you think can teach others about you, your needs, your goals, your potential, etc.
  - What is the best way to involve them? Is it during meetings? Is it sending them questions via email? Is it private interviews? Etc.
- How do we ensure the participant is at the center of the planning process?
  - How much do they WANT to be involved?
  - What accommodations do they need in order to participate?
  - How do they communicate best? (Remember, behavior is communication!)
- What is the best way for the participant to make decisions about their plan (or their life)?
  - How do they understand information best?
  - What is the best way to present choices?
  - When are the best and the worst times for them to make decisions?
- What would make the planning process a fun and positive experience?
- Is there anything off-limits? (People, topics, events, etc.)

# ON A WAITLIST FOR PCP & SDP TRANSITION SUPPORTS?

## SOME THINGS YOU CAN DO WHILE YOU WAIT

- Make a list of the people, places, activities, and things that you love.
- Make a list of services, providers, businesses, and local activities you would like to access through SDP.
- Get a copy of your most recent IPP and ask for an Expenditure Report of what the Regional Center has spent in services for you during the last 12 months
- Ask your Regional Center coordinator if there are “generic resources” you could be using. Your coordinator or service providers like ILS or SLS workers can help you apply or ask for services.
  - Common generic resources you are expected to explore include: your school district (if of school age), Department of Rehabilitation or DOR (teen or older), Medi-Cal or your medical insurance, or In-Home Supportive Services (IHSS)
- If you are requesting supports that are related to medical needs, make sure you request them from your health insurance provider or Medi-Cal.
  - If they say no, ask them to send you a denial letter.
- If your needs are not being met, ask your coordinator for an IPP meeting as soon as possible and ask that they address your needs with the solutions, services, and providers at their disposal.
  - Even if these solutions are not ideal, *so long as they do not cause harm*, they are often better than having no supports at all.
  - Having these in place even if only as a ‘trial’ makes the budget process easier later.
  - Make sure your needs are properly recorded in your IPP document! If something is missing or not written in a way you agree with, ask them to change it.
  - Even if they can’t meet your needs, having it recorded that supports were requested helps the budget process later on.

# HOW TO WORK WITH YOUR IF TO HIRE SDP STAFF

*Hiring staff during the transition into SDP is challenging due to timelines and potential delays. It is very common to find staff at this stage and then lose them because they are unable to wait until the start date.*

*If possible, I recommend hiring people already in your life like extended family, friends, neighbors, past service providers, etc.*

*If possible, I recommend focusing on hiring additional staff after the start of SDP.*

1. As we work on your Person-Centered Plan together, I will collect information on **support needs and preferences** that may be useful when looking for staff to hire.
2. While we work with your Regional Center on finalizing your Certified Budget, you and I can begin writing a **job description** for the staff you want to hire.
3. Once the Certified Budget is signed. We will work together to determine how your budget will be used in your Spending Plan.
4. In your Spending Plan we will determine how

much you want to pay your staff, including all the fees and taxes we need to account for.

1. If you need to or choose to offer benefits, that will also be factored into the spending plan
5. Once we have your staff members' maximum wages, we can finalize and publish a job description on Indeed, or Handshake
6. You may also take the description and post or promote it yourself on Craigslist, Care.com, or other places.
7. Information of qualified applicants on Indeed or Handshake will be forwarded to you for review.
8. You or someone you trust will need to complete the interview process and choose who to hire. (Your IF cannot choose for you)
9. Once you have chosen to hire someone, I can assist with answering questions about SDP, the onboarding process, and help coordinate with the FMS to complete onboarding.

## MORE TO COME

This guidebook is a work in progress.

If there are additional graphics or diagrams you would like to see added, please contact Expand Yu at [yadir@expandyu.com](mailto:yadir@expandyu.com)

