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GOVERNOR

December 22, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: SELF-DETERMINATION PROGRAM: FINANCIAL MANAGEMENT SERVICES TRANSITION SUPPORTS

The purpose of this correspondence is to provide guidance about the types of transition supports Financial Management Services (FMS) providers are able to provide to Self-Determination Program (SDP) participants, their families, and authorized representatives. These FMS transition supports are associated with the period of initial enrollment, when an SDP participant transfers from one FMS to another, or transfers from one regional center to another, and the payment to the FMS for those services. This guidance is issued pursuant to Welfare and Institutions Code section 4685.8(p)(2) which authorizes the Department of Developmental Services (Department) to issue program directives or similar instructions until regulations are adopted.

Transition supports shall be paid to FMS providers in three scenarios:

- a. Initial enrollment of an individual into the SDP.
- b. An SDP participant's transfer from one FMS to another (to be paid to the receiving FMS).
- c. An SDP participant's transfer from one regional center to another.

In the event a participant transfers from one regional center to another and switches to a new FMS, the new FMS may invoice for transition supports as they would under (b) above.

Types of FMS Transition Supports

1. Education and coaching to participants and their families about topics such as:
 - a. Employment laws, overtime rules, timesheet requirements and responsibilities and insurance requirements.
 - b. Reviewing the monthly budget report provided by the FMS and responsibilities for reviewing the individual budget expenditures.
 - c. Requirements for adjustments to the individual budget and spending plan and FMS processes for these.

2. Assistance with hiring and onboarding staff and obtaining eligible goods and services:
 - a. Process for and assistance with obtaining criminal background checks.
 - b. Providing education about developing job descriptions for staff, reviewing applications and interviewing, and hiring and terminating staff.
 - c. Verifying that the proposed services are compliant with the Home and Community-Based Services settings requirements.
 - d. Reviewing and assisting in adjusting the spending plan to ensure the method for calculating the proposed expenditure is based on reliable costs and service utilization and adjustments, as needed.
 - e. Educating new staff and providers on Electronic Visit Verification requirements, if applicable.
3. Discussions with the regional center about inclusion of the spending plan and service authorizations in the e-billing system and other financial and billing requirements, purchase of service processes, and regional center processes to support a successful transition.
4. Other topics, as needed, to support a smooth transition into the SDP.

FMS Transition Supports Payments

For providing the FMS transition supports identified above, regional centers shall authorize FMS providers to bill a monthly fee equivalent to their monthly rate, as identified on the individual spending plan, for a period of three months beginning on the date of enrollment or transfer.

For example, an FMS provider serving a participant with a spending plan that indicates a \$450 monthly FMS rate would be authorized to bill an additional monthly fee of \$450 for three months beginning on the date of enrollment or transfer.

FMS transition supports shall be entered as a separate authorization for the FMS provider under their corresponding vendor number and service code, with “FTS” as the subcode.

The Department’s April 26, 2023 [guidance](#) and [enclosure](#) on FMS rates can be found on the SDP Program Directives webpage.

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Participants or their families with questions regarding this guidance should contact their regional center service coordinator. FMS providers with questions should contact their regional center liaison. Regional centers should direct their questions to sdp@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development Division

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
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