



PETE CERVINKA

ACTING DIRECTOR

State of California—Health and Human Services Agency

Department of Developmental Services

1215 O Street, Sacramento, CA 95814

www.dds.ca.gov



GAVIN NEWSOM

GOVERNOR

December 5, 2024

C-2024-Case Management-002

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: UPDATES TO STANDARDIZED INDIVIDUAL PROGRAM PLAN FORMAT AND PROCEDURES

On June 28, 2024, the Department of Developmental Services (Department) sent [a letter](#) to regional centers regarding the standardized individual program plan (IPP) format and standardized procedures. This correspondence provides an update to the IPP format and procedures, and includes the attachments described below.

IPP Agreement and Signature Form (Attachment A)

The “IPP Agreement and Signature Form” was updated as follows:

- Individual Information
 - Changed “Name” to “Legal Name”
- Agreement of Services
 - Changed “Notice of Proposed Action (NOPA)” to “Notice of Action (NOA)”
 - Added preferred language to receive NOA
 - Added how to receive a copy of the NOA
- Acknowledgements
 - Added “Appeals Process”
 - Added “Caregiver Succession Plan”

Attachment B is an additional resource for regional centers when making IPP amendments. This should not be a separate agreement form, but rather provide additional functionality where certain fields only would appear when “Amendment” was selected. The various “Acknowledgements” do not have to be reviewed as part of completing an amendment. The Department is working with SANDIS on implementation.

IPP Guide for Regional Centers (Attachment C)

The “IPP Guide for Regional Centers” includes the following updates:

- Section 5: Life Areas
 - Added information regarding mitigating risk as required by federal regulations

- Section 6: Required Components of IPP Agreement and Signature Form
 - Added “Appeals Process” and “Caregiver Succession Plan” under “Acknowledgements”
 - Added additional information about required signatures
- Appendix A
 - Added statutory references for “Appeal Process,” “Caregiver Succession Plan” and “Signatures”
- Appendix C
 - Added an optional IPP Note-Taking Tool that may be used during the IPP meeting to capture notes during the meeting or through conversations prior to the meeting. These notes can be used to complete the IPP after the IPP meeting.

Available Resources

The IPP and “Agreement and Signature Form” will be available as samples in Microsoft Word to show required components of an IPP and some of the functionality. Regional centers will be required to use the SANDIS IPP or another client record management system or application that can transmit all necessary data to SANDIS. Materials, tools and resources related to IPPs, including translated versions of resources, and a frequently-asked questions (FAQ) document that will be updated quarterly, are available on the [Department's IPP website](#).

If you have any questions regarding IPP resources or this correspondence, please email IPPSupport@dds.ca.gov.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director

Attachments

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
Pete Cervinka, Department of Developmental Services
Michi Gates, Department of Developmental Services
Carla Castañeda, Department of Developmental Services