

December 27, 2024

C-2024-Case Management-004

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: INDIVIDUAL PROGRAM PLAN IMPLEMENTATION UPDATE

This letter provides a status update about the Standardized Individual Program Plan (IPP) template in SANDIS. SANDIS has notified the Department that User Acceptance Testing was completed last week, and identified some unforeseen issues that require additional time for SANDIS to resolve before the IPP template can be released for piloting. As a result, the SANDIS IPP will not be ready for use on January 1, 2025. SANDIS has presented its revised IPP rollout schedule:

- January 2: The SANDIS IPP will be made available for piloting at San Diego Regional Center (SDRC)
- January 7: It will be made available for piloting at Kern Regional Center (KRC) and Valley Mountain Regional Center (VMRC)
- January 21: It will be released for use to all regional centers

The SANDIS team will host a series of training webinars to provide a demonstration of the SANDIS IPP on the following dates:

- January 6 at 10:30 am and 2:30 pm
- January 7 at 2:30 pm
- January 14 at 2:30 pm

If a regional center has its own application for completing IPPs, and this application meets the requirements of the standardized IPP, the regional center will need to communicate to the Department its intention to use its own application, by Friday, January 3, 2025. Please email ippsupport@dds.ca.gov.

To meet the statutory requirement to begin using the standardized IPP as of January 1, 2025, the Department will provide regional centers planning to rely on the SANDIS IPP with the standardized IPP in Microsoft Word format no later than December 31, 2024. Those regional centers must use the Microsoft Word document to document IPP meetings held on or after January 1, 2025 until the SANDIS IPP is released. The Microsoft Word document then must be entered into SANDIS once available, within a reasonable timeframe such as sixty days, considering other workloads.

We recognize the challenges that this delay is causing relative to the statutory effective date of January 1, 2025. If you have any questions, please contact ippsupport@dds.ca.gov.

Sincerely,

Original Signed by:

ERNIE CRUZ
Deputy Director
Community Services Division

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
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