

# I.P.P. Basics



## The I.P.P. Meeting

Typically, a consumer's Individual Program Plan (I.P.P.) meeting is held annually at the consumer's home, or another mutually agreed upon location, in order to review present levels of performance and to develop new goals in the areas of:

- Living options
- Health and medical
- School / employment / vocational
- Behavioral health
- Daily living needs
- Social / recreational
- Financial / money management
- Emergency preparedness
- Futures planning

Regional centers fund services based upon a consumer's needs and corresponding goals. Therefore, it is essential to give your service coordinator an updated and accurate reflection of the consumer every year. Remember to talk about:

- Strengths
- Abilities
- Accomplishments
- Future goals
- Areas of concern and areas of need

Regional centers typically send the consumer the I.P.P. report within 45 days of the meeting. It is very important to take the time to read it carefully, as it is a legal document that will control services and supports for the entire year.

The consumer's I.P.P. needs to include:

- His/her needs, preferences, and choices
- Measurable desired outcomes (goals)
- Plans on how to achieve the desired outcomes
- Authorized services with a contract number

If you do not receive the I.P.P. in the mail, send a written request to your service coordinator.

If you do not agree with something in the I.P.P. report, immediately notify your service coordinator and request the necessary changes in writing.

Do not sign the I.P.P. until you agree with the report or note on the I.P.P. that you do not agree with specific sections.

★Note that regional centers may review consumer eligibility every 3 years.



## The I.P.P. Team

The I.P.P. team consists of:

- Consumer
- Conservator or guardian
- Parents
- Care provider
- Regional center service coordinator
- Regional center decision-maker

★Note that unconserved adult consumers may decide who participates at the meetings.

## Reminders

### You may...

- request an I.P.P. meeting any time you have concerns
- bring an advocate, attorney, or friend to the I.P.P. meeting
- tape record the I.P.P. meeting (WIC 4646.6)

### You should...

- maintain a communication log book to track important phone calls / messages
- put all service-related requests in writing
- keep all documentation in one place

## I.P.P. Basics - What You Should Know

### Services Offered

- Adult day programs
- Behavior intervention services (ABA)
- Crisis intervention services
- Day care (through age 17)
- Durable and nondurable medical equipment
- Independent or supported living services
- Licensed residential services (board and care, group home placements)
- Medical and dental services
- Parenting classes (for consumers who are parents)
- Personal assistance
- Psychological assessments (for adults only)
- Respite care
- Supported employment
- Special education advocacy clinic referrals
- Transportation services

*This is a sample list of services and supports.*



### Safeguards

If you disagree with a regional center decision, you may request any one of the following to remedy the situation:

- **Planning Team/I.P.P. Meeting** – informal meeting that includes the consumer's service coordinator and a supervisor/decision-maker.
- **Informal meeting** – optional "first-step" meeting through the fair hearing process that includes regional center's fair hearing representative.

### Safeguards Continued

- **Mediation** – optional meeting through the fair hearing process and typically considered the "second-step" in the process. This meeting includes the regional center fair hearing representative and an administrative law judge from the Office of Administrative Hearings (OAH) as the mediator.

- **Fair hearing** – legal proceeding whereby an administrative law judge hears both sides of the case and makes a final decision.

★ The informal meeting and mediation are optional. You may request the fair hearing only.

### Contact Information

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### Valuable Resources

- **Alta California Regional Center (ACRC)** Phone: (916) 978-6400. Website: [www.altaregional.org](http://www.altaregional.org)
- **Association of Regional Center Agencies** Website: [www.arcnet.org](http://www.arcnet.org)
- **Department of Developmental Services** Lanterman Developmental Disabilities Services Act and Related Laws (2010 version online). **To order:** (916) 654-1897, Available on-line at [www.dds.ca.gov](http://www.dds.ca.gov)
- **Disability Rights California, Rights Under the Lanterman Act** (2006). **To order:** (800) 776-5746 Available on-line at [www.disabilityrightscalifornia.org](http://www.disabilityrightscalifornia.org)