

SDP DDS Directives

For Participants, Parents, and Advocates,

Jenifer Castañeda
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RCEB SDLAC



PURPOSE OF DIRECTIVES

- **Improving Services:** DDS directives aim to enhance the quality and effectiveness of services provided to individuals with developmental disabilities.
- **Ensuring Compliance:** These directives help ensure that DDS programs and services comply with relevant regulations, standards, and best practices.
- **Informing Stakeholders:** By communicating directives to parents and other stakeholders, DDS fosters transparency and accountability in its operations.
- **Addressing Emerging Needs:** DDS directives may address emerging needs or challenges as the Program continues to be implemented

DDS DIRECTIVE #1

“SELF-DETERMINATION PROGRAM: UPDATED BILLING REQUIREMENTS FOR SERVICES BILLING AT “OTHER RATE”

Date Issued: 4/22/2024

Date Effective: July 1, 2024

Summary: SDP Providers (business entity, including a regional center vendor, or an independent contractor who receives payment by invoicing for services) who don't bill hourly or daily have updated invoice requirements

Key Changes:

- The cost of the services may not be more than a monthly rate
- Invoice requirements (rate, SDP code, description of specific task or service, time spent on each task or service within the timeframe of the invoice date, date service or task was provided, statement the Participant was recipient of the service)
- Service agreement required and submitted to FMS

NOT Affected Providers: Providers billing hourly, daily, local businesses, community resources, regional center vendor providers who maintain the same program design in SDP

What does this mean? Participants will work with FMS to determine if any providers in Spending Plans need Service Agreements

DDS DIRECTIVE #2

“SELF-DETERMINATION PROGRAM: EMPLOYER BURDEN AND OTHER EMPLOYMENT-RELATED COSTS”

Date Issued: 4/25/2024

Date Effective: August 1,2024 (for Participants)

Summary: FMS have clear guidance around Burden Employer percentages and what those fees may include

Key Changes: FMS employer burden percentage rates may increase or decrease. A Participant may update calculations of service spending and complete an updated spending plan to be processed by RCEB

Affected Models: Sole Employer and Co-Employer (Bill Payer for some FMS charging non-employer fees)

What does this mean? Spending Plans currently in place may request a revision if rates calculated at the time of enrollment were different than those posted as of July 31,2024. An updated Spending Plan and IPP Addendum will be required



“SELF-DETERMINATION PROGRAM: EMPLOYER BURDEN AND OTHER EMPLOYMENT-RELATED COSTS”

STANDARDIZED NOTIFICATION PROCESS:

1. By May 31, 2024, FMS providers notify their vendoring regional center of their employer burden costs
2. By June 30, 2024, the vendoring Regional Center will review and submit a copy to DDS
3. By July 31, 2024, DDS will approve and post on DDS website and send to Regional Center
4. Within 10 days of receipt of approval, Regional Center will send to the FMS
5. The FMS will notify SDP Participant
6. Upon notification, Participant may need to update Spending Plan to reflect rates . Changes can be
 - I. When a new budget year begins
 - II. At Participant request
 - III. By October 31, 2024



Next Steps

1. Review Spending Plan
2. Determine the end date
3. Review providers
4. Review your current FMS employee rate
5. Expect notification from FMS about employee burden rates



Other Important Information

325 total enrollments in SDP as of June 2024

Approximately 70 cases with July 1 start date or later currently enrolled

90 Current enrollments (2024) with SDP service dates captured in Directive dates