



I.P.P. Basics



What You Should Know

The I.P.P. Meeting

Typically, a person's Individual Program Plan (I.P.P.) meeting is held annually at the home of the person served, 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 the needs and corresponding goals of the person served. Therefore, it is essential to give your service coordinator an updated and accurate reflection of the person served on an annual basis, sooner if there are changes in the person's needs. Remember to talk about:

- strengths
- abilities and accomplishments
- future goals
- areas of concern and areas of need

Regional center typically sends the I.P.P. report to the person served 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 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 eligibility every 3 years.



The I.P.P. Team

The I.P.P. team consists of:

- the person served
- conservator or guardian
- parent(s)
- care provider(s)
- regional center service coordinator
- regional center decision-maker

★Note that unconserved adults may decide who participates at their meetings.

Reminders to Parents

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
- 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 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

State Council on Developmental Disabilities

Orange County Office

2000 East Fourth Street, Suite 115

Santa Ana, California 92705

Phone: (714) 558-4404 Fax: (714) 558-4704

Website: www.scdd.ca.gov

E-mail: christine.tolbert@scdd.ca.gov

scarlett.vonthenen@scdd.ca.gov

Valuable Resources

- **Association of Regional Center Agencies**
Website: www.arcenet.org
- **Department of Developmental Services**
Lanterman Developmental Disabilities Services Act and Related Laws
To order: (916) 654-1897 (Free)
Available on-line at www.dds.ca.gov
- **Disability Rights California**
Rights Under the Lanterman Act (2006)
To order: (800)776-5746
Available on-line at www.disabilityrightsca.org
- **Regional Center of Orange County (RCOC)**
Phone: (714) 796-5100
Website: www.rcocdd.com