

YOUR IPP

Individual Program Plan

It's Not Just a Piece of Paper!



**A Booklet For People Who Use Services
From Regional Centers**

Capitol People First and Disability Rights California
Peer Advocacy Project 1994
Revised 1998, 2003, 2010



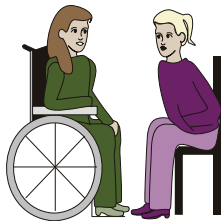
The Law – The Lanterman Act

In California people with developmental disabilities have the right to services that help them be a part of their communities.

The law says people who use Regional Centers have the right to make decisions about the services and supports they need.



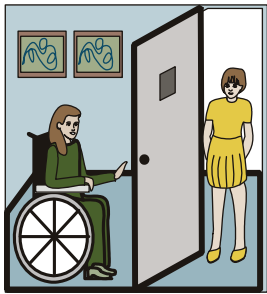
Where to live...



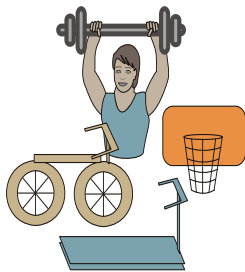
Who to live with...



Where to work or go to school...



Who to have for friends...



What to do for fun...

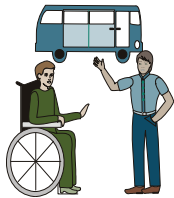


What to do in the future....

What is your Individual Program Plan?



Your IPP is an action plan that talks about the help you need to live the way you want



Your IPP identifies services and supports to help you be more independent and participate in the community.



It is a written agreement and contract between you and your Regional Center.

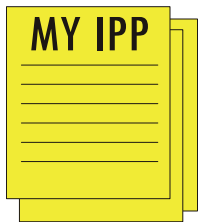


The law says people must have an IPP meeting at least once every **3 years**. Some people have an IPP done each year. You can ask your Service Coordinator to have one sooner, if you want or need one.

After you ask for an IPP meeting, it must happen within **30 days**.



Most Important Part of the IPP is YOU!



- 1) You have a right to a written IPP that lists your future goals and what services you want and need.

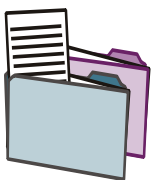


- 2) You have a right to services that are a part of your community—Not only in places or groups for people with disabilities.



- 3) You have a right to help put together your IPP.

The Regional Center and agencies that provide services to you—like group homes or programs—must allow you to make your own decisions.



Important information you need to make decisions must be given to you in a way you can understand.

Services and Supports in Your IPP



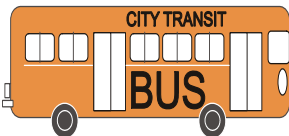
There is an **IPP Meeting Planner** at the end of this booklet. It has a list of services you can ask for in your IPP. Here are some examples:



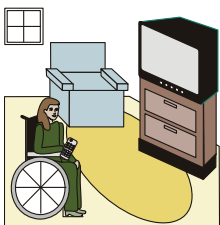
Help getting a job, including Supported Employment and putting together a small business.



Help getting into school or a training program.

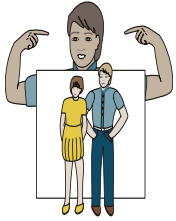


Transportation services and/or training to learn how to use buses and other transportation on your own.



Training and support so that you can live in your own place.

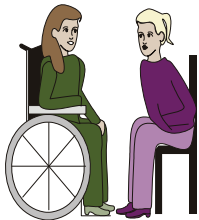
Services and Supports in Your IPP



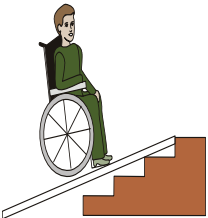
Training on how to advocate for yourself or getting involved with a self-advocacy group like People First.



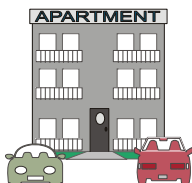
Help to get involved in fun things happening in the community. The individual choice budget program may allow you to get recreational services.



Someone to assist you, if you want to be on a committee or a member of a Board of Directors.



Help to get adaptive equipment like wheelchairs or computers that speak.



Other services you need to live a better life. This can be different for each person.

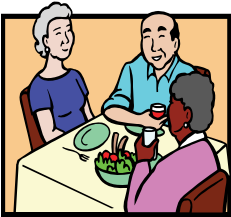
Why Your IPP Meeting Is Important



Your IPP meeting is the only time your IPP can be officially talked about and written up. If your Regional Center calls you about changing your services, tell them you want to talk about it at an IPP meeting.



You have the right to be at your IPP meeting and tell people what services you need and want.



You can have your IPP meeting in a place you want that is comfortable for you.

You can invite people to your IPP meeting, like friends or family who support you.



The Regional Center cannot change your services or write your IPP without you attending the meeting.

Your IPP is a Contract



You and the Regional Center must agree and sign the IPP before the services can be given or continue.



If you only agree to part of your IPP, ask your Service Coordinator to write it out, like this:

I agree to these parts of my IPP—

- 1.
- 2.
- 3.

Please start/continue services I agree to right away.

I do not agree to these parts of my IPP—

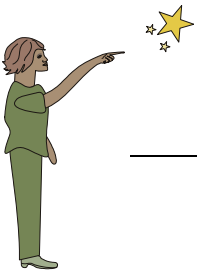
- 1.
- 2.
- 3.



If the Regional Center says “**No**” to services or supports you want, they must send a letter **within 5 days** telling you why they said “**No**,” and how you can **appeal**.

(See page 12)





Getting Ready for Your IPP Meeting

1. Think about your dreams for the future. Think about what you need to be healthy and safe in the community.



2. Review your old IPP to see what is working or not working—ask a friend/family member to help.



3. Talk to people you trust about what you want to say at your meeting. Then write it down— or ask a friend or family member to help you.

Or record what you want to say with a tape recorder and bring it to your meeting.



4. Practice speaking up. You are your own best advocate about what you want and need.



- * The **IPP Meeting Planner** at the end of the booklet can help you plan for your meeting.

What You Can Do at Your IPP Meeting



If you want friends, family or an advocate to attend, you can invite them. You may also decide where you want to have your meeting.



Give your Service Coordinator what you wrote (or the tape) about your plans and services you want.

Be polite and assertive.

You can ask to have a different Service Coordinator and you can ask to change services you get, if you need to.



There must be a person at your meeting who can say "Yes" or "No" to what is in your IPP. This can be your Service Coordinator or other Regional Center staff.



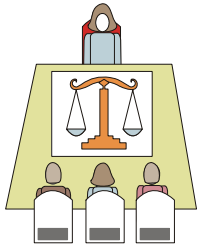
If the person who can approve services in your IPP is not at your meeting, the Regional Center must set up another IPP meeting within **15 days**. The Regional Center staff member who approve services must attend.



If the Regional Center says “No” or Makes Changes in Your Services

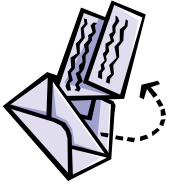
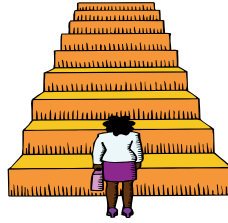


If you disagree with the Regional Center about services you want or need, you have a right to **appeal** their decision.

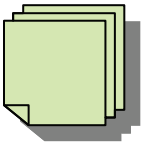


To get help with an **appeal**, follow these steps. Appealing is not easy, but it is your right to challenge the Regional Center’s decision.

Steps to Appeal



1. If the Regional Center disagrees with a service you want or need or wants to make changes to your services, they must send you a letter within **5 days** explaining why they want to change or deny your services. This is called a Notice of Action (NOA). The letter must be in language you understand. For example, if you speak Spanish, the letter must be written in Spanish.



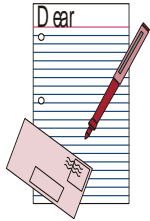
2. In the letter, the Regional Center must give you information that explains how to **appeal** their decision.
3. You have to send a letter to the Regional Center saying you want to appeal. This isn't easy- so get help from friends, family, or an advocate.



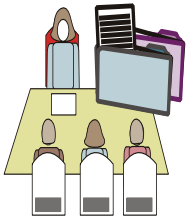
If you send your appeal within **10 days** after getting the Regional Center's letter, they can't stop your services while the appeal is going on.



If the Regional Center says “No” or Makes Changes in Your Services



4. If the Regional Center is denying a new request you asked for, you have **30 days** from the day you receive the denial letter to file a formal **appeal**.



5. On the appeal form you can request an informal meeting so you can tell the Regional Center what you need and why it is important to you. You can choose to go to this meeting with the Regional Center or you can go to the next step of the **appeal**.

If you go to this meeting and the Regional Center still doesn't agree with you, you can still go to the next step of the appeal.



If the Regional Center says “No” or Makes Changes in Your Services

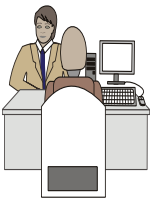


6. You may ask for a mediation meeting on the appeal form. **Mediation**—is when someone who does not work for the Regional Center meets with you and the Regional Center to help you work things out.

This person helps all of you agree on the services you will get in your IPP. If you and the Regional Center agree, you are done. You and the Regional Center can choose not to go to mediation.



If you still do not agree, you can go to a **Fair Hearing**. You or the Regional Center can also skip the **mediation** step and go straight to a **Fair Hearing**.



7. During a **Fair Hearing**, you and the Regional Center put your case before an Administrative Law Judge from the state. The Administrative Law Judge decides your case. Formal Fair Hearings are difficult; you should get help from family, friends, or an advocate for this step.



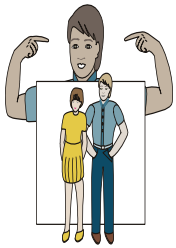
8. If you do not agree with the **Fair Hearing** decision, you can appeal it to the court. You have **90 days** to file an appeal in court from the day you get the **Fair Hearing** decision. At this point, you should have a lawyer or other advocate.



Remember, Get Help With Your Appeal

Everyone should get help with an appeal.

Talk to your Area Board, family, friends, circle of support or People First group for support.



Each Regional Center has a **Clients' Rights Advocate**. Ask the Regional Center who they are and get their phone number. The Clients Rights Advocate can support you.

Office of Clients' Rights Advocacy can be reached at this number:

1-800-390-7032



OR

You can call Disability Rights California

1-800 776-5746

For more information and publications go to
www.disabilityrightsca.org

IPP MEETING PLANNER

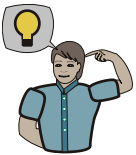


★ These worksheets help you plan for your IPP Meeting. Use them to help you think about what want in the future.

A PLACE TO LIVE

Where do you want to live?

- Stay where I am
- My parent's place
- My own place
- A group home
- Supported living
- Independent Living
- My own place with roommates
- Other _____



What services do you need to help you live hwere you want?

- More training
- Help with managing my money
- An attendant or roommate
- Help finding a place to live
- Someone to give me regular support and help
- Being safe
- Other _____



A PLACE TO WORK OR ATTEND SCHOOL



Where do you want to work or go to school?

- Stay where I am working now
- In the community
- In a workshop or center

What kind of work do you want to do? _____

- Volunteer work
- What kind _____

Other _____

College

Adult education classes

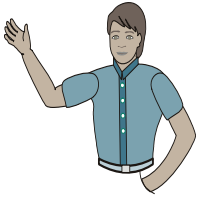
Other _____



What services do you need to help with working or going to school?

- A job coach or aide at the job
- A tutor or note taker
- Training in a workshop
- Other training
- Access to work place or class (like a ramp)
- Transportation
- Other _____

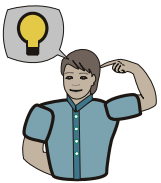
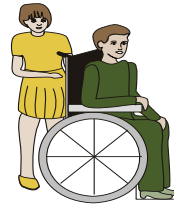




HAVING FUN

What do you want to do in your free time?

- Visit friends
 - Shop
 - Go to movies or plays
 - Volunteer work
 - Play sports
 - Listen to music / watch TV
 - Hobby
 - Dating
 - Join People First
 - Help advocate for other people
 - Other _____
-



What services do you need to help you do the things you want to do?

- Training
 - Attendant
 - Facilitator
 - Transportation
 - Circle of friends
 - Other _____
-

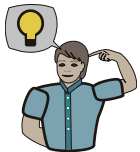




OTHER THINGS

What other things do you want help with?

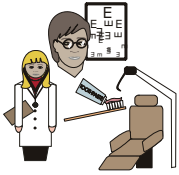
- Cooking
 - Shopping
 - Cleaning my place
 - Meeting more people/making friends or dating
 - Learning about sexual relationships and safe sex
 - Getting along better with people
 - Self-advocacy and knowing my rights
 - Problems with Social Security, SSI, or other benefits
 - Self-defense
 - Being on committees or a boards of director
 - Other _____
-



What other services do you need to help?

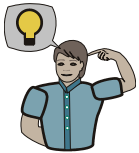
- Training
- Attendant
- Someone to ask questions
- Help setting up a circle of friends
- An advocate or lawyer
- Mentor
- Facilitator
- Other _____





WHAT MEDICAL SERVICES DO YOU NEED?

- Doctor services
 - Counseling
 - Dentist services
 - Sex education (safe sex; birth control)
 - Staying in shape, exercise or diet
 - Other _____
-
-



What other support do you need to help get medical services?

- Training
- Attendant
- Someone to ask questions
- An advocate or lawyer
- Facilitator
- Other _____

