



PETE CERVINKA  
ACTING DIRECTOR

State of California—Health and Human Services Agency  
**Department of Developmental Services**  
1215 O Street, Sacramento, CA 95814  
[www.dds.ca.gov](http://www.dds.ca.gov)



GAVIN NEWSOM  
GOVERNOR

September 13, 2024

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: YOUR PLAN – A GUIDE FOR INDIVIDUALS TO PREPARE FOR  
INDIVIDUAL PROGRAM PLAN MEETINGS

As part of the continued efforts to implement the new standardized statewide Individual Program Plan (IPP), the Department of Developmental Services (DDS) has developed a guide called "[Your Plan](#)." This guide is intended for individuals who receive services from a regional center to become familiar with the new IPP. This guide provides information and a workbook designed using person-centered tools and practices. It can be used as a stand-alone guide or as an additional tool to accompany IPP conversations and resources regional centers and service coordinators may have.

This is not meant to be an all-inclusive document, nor is it instructions on how to develop an IPP. This guide will help individuals prepare for their IPP meeting, identify their preferences, strengths, and goals, as well as offer tips for before, during and after the planning meeting. Additionally, there is a workbook called "About You," that gives individuals a chance to think about and indicate the important areas of their life for discussion during the IPP. This workbook can be a valuable tool to help determine the Life Areas in the IPP and the framework for creating desired outcomes.

This guide is in plain language and places an emphasis on the importance of the individual being involved in decision-making and aligning services with their goals. We encourage regional centers to distribute "Your Plan" widely among your service area to assist individuals in preparing to develop their new IPP.

DDS has remediated the online version of "Your Plan" to assure compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 AA for web-based documents. Please do not alter this document in any way, to assure the integrity of the accessibility standards.

"Your Plan" is available to print and fill out, but this is the first of several guides to be released. DDS anticipates the release of the following in the next few months:

- An electronic fillable form version of "Your Plan"
- "Your Plan" in 11 additional languages including Spanish, Vietnamese, Traditional Chinese, Simplified Chinese, Tagalog, Korean, Arabic, Armenian, Farsi, Hmong and Russian
- An additional guide planned for families with children ages 3-22 who receive services from a regional center to become familiar with the new IPP

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DDS thanks the many self-advocates, the DDS Consumer Advisory Committee and regional centers who provided input to “Your Plan.” We appreciate the collaborative work that resulted in this guide to further assist the individuals we serve.

Additional information will be posted on the [Individual Program Planning](#) page of the DDS website including the translated versions of “Your Plan.” If you have any questions regarding the IPP materials or this correspondence, please email [rcmeasures@dds.ca.gov](mailto:rcmeasures@dds.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Ernie Cruz", with a long horizontal flourish extending to the right.

ERNIE CRUZ  
Deputy Director  
Community Service Division

cc: Regional Center Directors of Client Services  
Association of Regional Center Agencies  
Pete Cervinka, Department of Developmental Services  
Michi Gates, Department of Developmental Services  
Brian Winfield, Department of Developmental Services  
Carla Castañeda, Department of Developmental Services  
Krystyne McComb, Department of Developmental Service