

Structured Day Program

SDP

Available under PathWays, Health and Wellness, and TBI

What is SDP?

SDP is a facility that provides individuals self-help skills, socialization, and adaptive skills. SDP facilities will operate during normal business hours and individuals will attend based on days/week, hours/day schedule.

What is needed to provide SDP?

SDP must be performed by persons who are supervised by:

- A certified brain injury specialist (CBIS)
- Qualified Mental Retardation Professional (QMRP)
- Qualified Intellectual Disability Professional (QIDP)
- Physical, occupational, or speech therapist licensed by the state of Indiana who has completed training or has experience in conducting habilitation programs

Please note that you will be required to have staff hired at the time of certification, and the appropriate licensures of staff will be required to be uploaded.

How to apply for SDP?

Will require on site visit to verify compliance with the Settings Rule

Prepare the following documents:

Documents to Gather

- Background Check Results
- Proof of Liability Insurance
- Secretary of State Letter
- W-9 Tax Form/EIN Letter

Operations Manual

- Employee's Rights and Responsibilities
- File Retention Policy
- HIPAA Compliance Policy
- Incident Reporting Policy
- Job Descriptions
- Job Performance Evaluation Policy
- Organizational Chart
- Personnel Policy
- Quality Assurance/Quality Improvement Policy
- Transfer of Information Policy

Resources

- [OMPP HCBS Waiver Manual](#)
- [DDRS HCBS Waiver Manual](#)
- [Aging Rule](#)
- [Settings Rule](#)