

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 a days/week and 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

How to apply for SDP?

**Will require on site visit to verify compliance with the settings rule*

Prepare the following documents:

Documents to Gather

- W-9 Tax Form/EIN
- Background Check (owner and current employed)
- Liability Insurance Policy
- Secretary of State Letter

Operations Manual

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

Resources

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