



Informational Memo

ISP Review Checklist- Elimination of Six Month Review

ODP Communication Number: Memo 085-15

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Individuals and Families, ODP Direct Service Providers, Administrative Entities (AE), Supports Coordination Organizations (SCO), Supports Coordinators (SCs), Advocates, and Other Interested Parties

BACKGROUND: Office of Developmental Programs (ODP) Communication Number 020-13 established requirements for use of the ISP Review Checklist. This included use of the ISP checklist to document the results of the six month review of the following services:

- Licensed and unlicensed residential habilitation
- Licensed one person homes
- Pre-vocational services
- Supported employment

DISCUSSION: The Office of Developmental Programs (ODP) has been reviewing use of the checklist and has received feedback from stakeholders on the impact of tracking and completion for use of the checklist for six month reviews. As a result of this information, ***completion of the ISP checklist for six month review is no longer required. All the remaining requirements for use of the Checklist remain in effect at this time.***

Effective immediately; providers, SCs and AEs will not need to complete the ISP checklist for six month review, nor follow the procedures related to six month review outlined in (ODP) Communication Number 020-13. Licensed providers must continue to conduct and document the regular review of services as noted in 6400.186(a), 6500.156(a), 2390.156(a), and 2380.186(a).

Completion of individual monitoring will satisfy the six month review requirements. If the monitoring reveals that there is a change in need involving a service for which completion of the checklist was formerly required a critical revision to the ISP must be completed. Bi-annual ISPs are no longer required for services that require a six-month review.

The AE oversight, SCO monitoring and the provider monitoring tools currently include questions assessing completion of the checklist for six month reviews. These questions will be marked as “not applicable”.

Please contact the appropriate regional program manager if there are any questions