




**OFFICE OF  
DEVELOPMENTAL  
PROGRAMS BULLETIN**

<b>ISSUE DATE</b>  February 7, 2020	<b>EFFECTIVE DATE</b>  February 7, 2020	<b>NUMBER</b>  00-20-02
<b>SUBJECT</b>  Individual Support Plans for Individuals Receiving Targeted Support Management, Base-Funded Services, Consolidated, Community Living or P/FDS Waiver Services, or Who Reside in an ICF/ID		<b>BY</b>   Kristin Ahrens, Deputy Secretary for Developmental Programs

**SCOPE:**

Individuals and Families or Surrogates  
 Supports Coordination Organizations (SCOs)  
 Targeted Support Management Providers  
 Base-Funded Supports Coordination Organizations  
 Administrative Entity (AE) Administrators and Directors for Medicaid Waiver Participants  
 County Mental Health/Intellectual Disability (MH/ID) Programs  
 Providers of Consolidated, Community Living, or Person/Family Directed Support (P/FDS) Waiver Services or Base-Funded Services  
 Private Intermediate Care Facilities for Persons with Intellectual Disabilities (ICFs/ID) Directors  
 State ICF/ID Directors

**PURPOSE:**

The purpose of this bulletin is to provide the Office of Developmental Programs' (ODP) requirements and standardized processes for preparing, completing, documenting, implementing, and monitoring Individual Support Plans (ISPs) to ensure they are:

- Developed to meet the needs of the individual.
- Developed and implemented using the core values of Everyday Lives: Values in Action, LifeCourse Principles, Positive Approaches and Practices and Self Determination to result in an enhanced quality of life for every individual.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

The Appropriate Developmental Programs Regional Office

Visit the [Office of Developmental Programs Web site](#)

- Compliant with the approved Consolidated, Community Living and Person/Family Directed Support (P/FDS) Waivers and MA State Plan as it pertains to Targeted Support Management (TSM).

This bulletin and attachments have been updated to align with the October 1, 2019 amendments of the Consolidated, Community Living and P/FDS Waivers and provide clarification regarding approved waiver service definitions.

## **BACKGROUND:**

The Mental Health and Intellectual Disability Act of 1966 (MH/ID Act) provides the statutory basis for the development of community-based services for individuals with an intellectual disability. Section 301(d) of the MH/ID Act (50 P. S. § 4301 (d)) requires County MH/ID Programs to provide access to base-funded services (up to the availability of State allocated funding). The County Intellectual Disabilities regulations, 55 Pa. Code Chapter 6201, were promulgated under Section 201(2) of the MH/ID Act. The 6201 regulations require the assessment of individual and family needs, and the development of a life management plan for individuals and their families.

Furthermore, the "Administrative Entity Operating Agreement" for the Consolidated, Community Living and P/FDS Waivers, the ODP "Provider Agreement for Participation in Pennsylvania's Consolidated Waiver, Person/Family Directed Support Waiver, Adult Autism Waiver and Community Living Waiver" and the MA State Plan for TSM also outline requirements for the development and implementation of an ISP.

Everyday Lives: Values in Action, was issued in 2016. Everyday Lives includes the core values of control, choice, freedom, stability, health and safety, community inclusion, responsibility, communication, success, employment/meaningful contribution, individuality, relationships, partnership, quality and advocacy. These values exemplify the attributes that every individual with or without disabilities should have in their lives.

The values and vision expressed in Everyday Lives provide the framework for planning, policy development, service design, and all related activities in the ODP service system. Some of the improvements to the ODP system that have been made to align with the Everyday Lives philosophy include:

- Person-centered planning, which focuses on the individual's strengths, choices, and preferences.
- Positive approaches, which defines the context in which needed clinical and behavioral interventions are provided to teach individuals the skills they need to make safe and appropriate choices.
- Self-determination, which gives individuals who receive services more control and responsibility in choosing how to live their lives.

- LifeCourse Principles, which support families so they can best support, nurture, and love and facilitate opportunities for the achievement of self-determination, interdependence, productivity, integration, and inclusion in all facets of community life for their family members.

Individual Support Planning is based on the very same concepts as person-centered planning, positive approaches, and self-determination. Individual Support Planning also captures the true meaning of working with individuals and team members to create a shared commitment for an individual's future.

## **DISCUSSION:**

A full ISP is required for any individual who:

- Is enrolled in the Consolidated, Community Living or P/FDS Waiver.
- Receives Targeted Support Management.
- Is not eligible for Medical Assistance and receives \$2,000 or more in non-waiver services in a Fiscal Year.

Or

- Is eligible for Medical Assistance and in reserved capacity for waiver enrollment.

An abbreviated ISP may be completed for any individual who is not eligible for Medical Assistance and receives under \$2,000 in non-waiver services in a Fiscal Year. Base-Funded Case Management services are not included in the \$2,000 limit. Administrative Entities or Supports Coordination Organizations still have the option of completing a full ISP and are encouraged to do so.

All ISPs, including abbreviated ISPs, must:

- Be completed using the standardized format in the Home and Community Service Information System (HCSIS).
- Be based on assessed needs of the individual.
- Be developed using a person-centered planning process to capture information including health and welfare and the individual's preferences and desires, all of which are intended to identify and implement appropriate services and supports.
- Be updated, approved, and have services authorized at least annually (every 365 calendar days) and when warranted by changes in the individual's needs.

The Consolidated, Community Living and P/FDS Waivers state that ISPs for individuals enrolled or enrolling in any of these waivers must contain the following additional information:

- All unpaid natural supports and funded supports to meet assessed needs. The ISP shall include documentation of services provided through other agencies (for example, Insurance, Office of Vocational Rehabilitation, Aging, Drug and Alcohol, and Education).
- The frequency, amount, type, and duration of each service.

Further, the Consolidated, Community Living and P/FDS Waivers stipulate that Supports Coordination Organizations must ensure that ISPs are thoroughly reviewed to assure services accurately reflect an individual's needs prior to submission to the Administrative Entity for approval and authorization. Upon receipt of the ISP, the Administrative Entity is responsible for:

- Ensuring all necessary services (both paid and unpaid by ODP) are included on the ISP prior to approval.
- Ensuring the services are eligible for reimbursement prior to approval and making a service authorization decision.

Once the ISP is approved and authorized by the Administrative Entity, the Supports Coordinator is responsible to provide a completed copy of the signature form to all team members and distribute all approved ISPs to all appropriate team members unless otherwise requested. Providers that have access to the approved ISP in HCSIS are responsible for distributing the ISP to all appropriate staff within their agency.

ISPs are not required, but are encouraged, for individuals residing in an Intermediate Care Facility for Persons with an Intellectual Disability (ICF/ID). For individuals residing in ICFs/ID, the ICF/ID personnel are responsible for developing the individual plan (outside of HCSIS) in accordance with ICF/ID regulations. This includes ensuring that services in the plan meet the individual's needs. Although Supports Coordinators are not required to develop an ISP for individuals residing in State Centers and private ICFs/ID, they are responsible for maintaining regular contact with the ICF/ID facility, evaluating the individual, and participating in plan development as required under the County Intellectual Disability Service regulations. See 55 Pa. Code §6201.14 (relating to aftercare services). For individuals residing in State Centers and private ICFs/ID, the County Program is not responsible to authorize the plan.

The standardized forms attached to this bulletin must be used as follows:

- Attachment 3 - Individual Support Plan Signature Form (DP 1032 and DP 1032-S): Utilized to validate individual and team member participation at an ISP meeting. It also validates that critical information was reviewed and discussed at an ISP meeting. The following updates were made to the DP 1032:
  - New Spanish version DP 1032-S.
  - Instructions on Page 1 include information for individuals under the age of 18.

- New question was added to identify if an interpreter was present at the ISP meeting.
  - Removal of the question that asked if the individual received information regarding abuse, neglect and exploitation from the SC.
  - Added MCI field to pages 1 & 2.
- Attachment 6 - Office of Developmental Programs Waiver Service Request Form (DP 1022): Utilized when the following requests did not result in team concurrence: a change to an existing waiver service or a new service request.

#### ATTACHMENTS:

- Attachment 1: ISP Manual for Individuals Receiving Targeted Support Management, Base-Funded Services, Consolidated, Community Living or P/FDS Waiver Services or Who Reside in an ICF/ID
- Attachment 2: ODP Role Expectations and Required Timeline for ISP Activities
- Attachment 3: DP 1032 Individual Support Plan Signature Form (Spanish form: [DP 1032-S](#))
- Attachment 4: Annotated Individual Support Plan
- Attachment 5: The Basics of the LifeCourse Framework to Guide the Development of the ISP
- Attachment 6: Questions to Help Facilitate the Development of the ISP
- Attachment 7: DP 1022 Waiver Service Request Form

#### OBSOLETE DOCUMENTS:

Bulletin 00-17-03, Individual Support Plans for Individuals Receiving Targeted Services Management, Base Funded Services, Consolidated or P/FDS Waiver Services or Who Reside in an ICF/ID.

ODP Communication 023-18, ISP Manual Update: Life Sharing Codes in the Consolidated and Community Living Waivers

ODP Communication 012-18, ISP Manual Update: Respite Camp Codes in the Consolidated, P/FDS and Community Living Waivers

ODP Communication 043-10, FMS Administrative Fee Services need to be on the ISP