

ODP Provider Tracking ISP Revisions

[ODP Announcement 20-030](#) provides additional direction for service providers on tracking and communicating revisions to be included on Individual Support Plans (ISPs) impacted by Appendix K. The Operational Guide for Appendix K, ODP Announcement 20-027, included a spreadsheet to be used by providers to notify AEs and SCOs of ISP revisions that are needed as a result of service changes made during the response to COVID-19.

Providers should complete the spreadsheet and send it to the appropriate AE and SCO by April 8, 2020. Due to the uncertainty about when the system will return to normal operations, ODP is planning to avoid multiple plan revisions; all changes should be based on a June 30, 2020 end date.

In order to complete plan revisions in a prompt manner, providers should send their completed spreadsheets to the AE and SCO representative identified on the [attached list](#). Providers should not include the addition of Residential Habilitation without Day Supports on the spreadsheet because these revisions will be occurring through an automated authorization process (see ODP Announcement 20-029). AEs and SCOs should collaborate in the development of a method to revise and track plan revisions.

If a provider is unable to complete the spreadsheet or has an urgent situation for which an ISP change may be needed more quickly, they should notify the designated AE and SCO contacts. Revised plans should include the following language regarding the changes made:

The changes made to this plan to services, the amount of service, or when services are delivered are being made to ensure participant health and safety during the COVID-19 emergency. These changes are time limited. When the COVID-19 emergency restrictions are lifted, the plan will be revised to reflect the previously authorized services and service levels. The changes made to the ISP are intended to revert to levels prior to being impacted by COVID-19 and are not subject to fair hearing and appeal requirements.

This language should be included on the cover sheet in the comment section of the critical revision ISP. If you have any questions, please contact the appropriate Regional Program Manager.