



Adult Autism Waiver (AAW) Provider Billing for Individual Support Plan (ISP) Team Meetings

ODP Announcement 26-002

AUDIENCE:

Adult Autism Waiver (AAW) service providers

PURPOSE:

To provide guidance regarding the intent and purpose of an Individual Support Plan (ISP) meeting and whether attending an ISP meeting is a billable unit of service.

DISCUSSION:

ISP meetings play an essential role in the AAW by fostering collaboration among participants, families, providers and other team members to ensure a comprehensive person-centered plan is developed. The primary purpose of an ISP meeting is to review assessment information, discuss progress on goals, share information, and assist the participants in developing goals for upcoming plan-year tasks that do not inherently constitute a billable service. It is for this reason that AAW providers generally cannot bill for attending ISP meetings. Fee schedule rates already account for certain non-billable activities such as meetings, therefore ISP meeting attendance is included in the rate for services.



However, there are specific conditions under which providers may bill for their participation in an ISP meeting. Providers may bill for ISP meeting attendance **if all of the following conditions are met:**

- The participant and the provider's direct support professional (DSP) are both present
- The DSP is actively delivering a service during the meeting that aligns with the participant's ISP and the waiver service definitions
- The service is provided in accordance with the appropriate unit designation (e.g. 15-minute units)
- Documentation clearly describes the nature and extent of the service provided (beyond mere attendance).

Direct Support Professional Compensation for ISP Meeting Attendance

Given that the fee schedule rates for direct services include the cost of attending meetings, including ISP meetings, it is the responsibility of the provider to budget for and cover DSP compensation. When a participant requests a DSP's attendance at an ISP meeting, it supports person-centered planning. Providers must ensure the DSPs are compensated for this time as part of their overall service delivery obligations under the AAW.

ODP allows the use of technology to facilitate the participation of providers in ISP meetings utilizing teleservices. The Supports Coordinator (SC) is expected to attend in person, notify all current providers of the ISP meeting, and coordinate the use of teleservices for the meeting, if requested.

CONTACT:

Questions about this announcement should be directed to the appropriate ODP BSASP Regional Office.