

Developmental Disabilities Worker's Guide

Office of Developmental Disabilities Services

Topic:	Initial ISP Start and End Dates
Date Issued/Updated:	

Overview

Description: The Individual Support Plan (ISP) is a plan developed annually that is the resulting document of the person-centered planning process that outlines the supports, activities, and resources that will meet the desired outcomes, goals and needs of the individual. The ISP is developed by the Service Coordinator or Personal Agent in conjunction with the individual, their legal or designated representative and others invited by the individual. An ISP identifies services, service settings, resources, and providers that will meet needs identified by the functional needs assessment and risk identification tool, along with individual's preferences. An ISP also serves as the documentation of the Medicaid services that are agreed upon by the individual or their legal/designated representative and the Service Coordinator or Personal Agent and approved by the Service Coordinator or Personal Agent.

Purpose/Rationale: This Worker Guide describes the correct authorization period for an initial ISP

Applicability: Service Coordinators and Personal Agents who authorize ISPs.

Procedure(s) that apply:

An ISP is considered authorized when the following conditions are met:

1. The agreement and signature of the individual, or as applicable the legal or designated representative of the individual, is present on the ISP or documentation is present explaining the reason an individual who does not have a legal or designated representative may be unable to sign the ISP; and
2. The signature of the Personal Agent or Service Coordinator involved in the development of, or revision to, the ISP is present on the ISP.

➤ **Initial ISP Year (Year 1) Start Date:**

An individual must have an authorized ISP within 90 days of a completed application or becoming financially eligible for ODDS funded services. Due to this timeline the ISP start date may not coincide with the first day of a calendar month. An individual's access to services should not be unnecessarily delayed to align the start date of an ISP with the first day of a calendar month.

- **Example:** The individual's application is completed and the individual is eligible for Community First Choice or Waiver funded services on 4/18/2015 the ISP should be

authorized no later than 7/17/2015. The individual may begin to access services the date the ISP is authorized.

➤ **First day of the Month ISP start dates:**

When 90 days from completed application or becoming financially eligible for ODDS funded services falls on the first day of the month the ISP may start on that date. ISPs may be started earlier than the 90th day from completed application or becoming financially eligible for ODDS funded services if all necessary steps have been completed to authorize an ISP.

➤ **Mid-Month ISP start dates:**

ISPs that begin on any date after the first of the month present a situation in which an individual may have a monthly amount of support hours, based on an assessment, which can be utilized in a partial month.

Plan of Care (POC) authorizations can run only for one year. To create an initial ISP with a start date other than the first of a month create two POC authorization periods.

- **Example:** In the above example create the first POC running from 7/17/2015 – 7/31/2015 and then a second from 8/1/2015 – 7/31/2015.

How supports are allocated and utilized during this partial month should be discussed and documented as part of the person-centered planning process. Supports are not pro-rated. However, ODDS would expect to only see services delivered that reflect the needs of the individual as assessed in the needs assessment.

➤ **Service start dates in an ISP:**

The start date of an ISP does not have to coincide with the start date of all services.

- **Example:** The individual in the example above prefers for his services to be provided in an Adult Foster Home (AFH). The Adult Foster Home is unable to accept the individual into services in the home until 8/15/2015. The ISP must have a start date of no later than 7/17/2015 with the plan reflecting the 8/15/2015 start date for AFH services. An authorized ISP does not replace the need for Entry meetings as described in service setting Oregon Administrative Rules.

However, the individual is eligible to access services and must be offered the choice of alternative supports and services to meet the identified needs during between 7/17/2015 and 8/14/2015. For example, an In-Home Agency provider of Attendant Care supports may meet the identified needs until the date of entry into Adult Foster Care services.

ISP start dates should not be delayed due to a provider not being identified to provide services in an ISP. Documentation of plan to identify and secure providers for services to meet identified needs that the individual is requesting must be contained in the ISP or progress notes. Identification of potential providers should begin as early as possible in the planning process in order to allow time for providers to be credentialed if needed.

ISP start dates should not be delayed due to a provider being unavailable to sign an ISP.

However, a provider cannot provide or request payment for services until the provider has agreed to provide services in writing demonstrated through a signature on the ISP or supplemental agreement with the provider.

➤ **Initial Year ISP End Dates:**

An ISP is an annual plan that must be reviewed and renewed each year. An ISP that begins on the first day of the month is effective through the last day of the preceding month of the following year.

- **Example:** The ISP starts on 9/1/2015 and is authorized through 8/31/2016.

If an ISP begins on any date other than the first of a calendar month, it is effective through the last day of the same calendar month of the following year.

- **Example:** The ISP starts on 7/12/2015 and is authorized through 7/31/2016. Plan of Care authorizations can only run for one year. In the first year, create two POC authorizations. Create one to run the length of the partial month (7/12/2015-7/31/2015) and one to run the remainder of the ISP authorization period (8/1/2015-7/31/2016).

Form(s) that apply:

[OregonISP.org Forms](#)

Definition(s):

Individual Support Plan: An ISP includes the written details of the supports, activities, and resources required for an individual to achieve and maintain personal goals and health and safety. The ISP is developed at least annually to reflect decisions and agreements made during a person-centered process of planning and information gathering that is driven by the individual. The ISP reflects services and supports that are important for the individual to meet the needs of the individual identified through a functional needs assessment as well as the preferences of the individual for providers, delivery, and frequency of services and supports. The ISP is the plan of care for Medicaid purposes and reflects whether services are provided through a waiver, Community First Choice state plan, natural supports, or alternative resources. The ISP includes the Career Development Plan.

Transition ISP: The ISP describing necessary services and supports for an individual upon entry to a new service setting. The Transition Plan is authorized by a services coordinator or personal agent and includes a summary of the services necessary to facilitate adjustment to the services offered, the supports necessary to ensure health and safety, and the assessments and consultations necessary for further ISP development.

Entry meeting: The meeting with the provider, individual, and Services Coordinator required prior to entry into Adult Foster, 24 Hour Residential, Supported Living or Employment Services provided by an agency.

Frequently Asked Questions:

Q: Which Worker Guide should I use to determine the ISP authorization period?

A: It depends:

- Has the individual ever had an ISP before? No, use the Initial ISP Start and End Dates Worker Guide
- Yes, the individual had an ISP before. Has there been a break between the end of a previous ISP authorization and this ISP authorization where a Notice of Planned Action was sent to end all ISP authorized services and the notice period has passed? Yes, use the Initial ISP Start and End Dates Worker Guide
- No there has not been a break between the end of a previous ISP authorization and this ISP authorization. Does the current ISP authorization period end on the last day of a calendar month? No, use the Initial ISP Start and End Dates Worker Guide
- Yes, the current ISP authorization period ends on a day other than the last day of a calendar month. Use the Annual ISP Start and End Dates Worker Guide.

Q: Is it considered an Initial ISP when an individual transfers service settings or case management entities?

A: No, it is only considered an Initial ISP if the individual is not currently receiving any services outlined in an ISP. Most frequently, this is individuals who have recently been determined to meet Developmental Disability eligibility criteria or have recently became financially eligible.

Q: If an individual has had all services terminated by a Notice of Planned Action and now wants services again is it considered an Initial ISP?

A: Yes, if there is not a current ISP and all services in a previous ISP have been terminated any new request for services will follow the Initial ISP authorization procedures.

Contact(s):

Name: Chrissy Fuchs, In Home Policy Analyst

Phone: 503-947-4241 **Email:** chrissy.fuchs@state.or.us