

Lilia Teninty

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**Number: APD-AR-16-045**

**Issue date: 6/24/2016**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** ISP Attachment

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input checked="" type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging                          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services   |
| <input checked="" type="checkbox"/> County DD Program Managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerages, Children's Residential Services Coordinators; Services Coordinators and Personal Agents |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Action required:**

A new attachment to the Oregon ISP will be required effective July 1, 2016 at the time of ISP development for a new person entering services, and upon renewal of existing ISPs with a September ISP date. This is a bridge document until the requirements are included within the final revised ISP planned for release on January 1, 2017.

**Reason for action:**

The Centers for Medicaid and Medicare Services require that people receiving services have the right to make an informed choice about where to live and receive services, to choose which services to use and to select from available providers in the delivery of those services. The ISP Attachment cues a Services Coordinator (SC) or Personal Agent (PA) to offer services in the most integrated setting, and to encourage non-disability specific options. The options discussed must be described in the text box provided or it must be noted where this information can be found elsewhere in the ISP, such as in a desired outcome or in the Person Centered Information. *The Attachment also provides suggestions through hidden purple text, and provides a checkbox to indicate that choices have been offered.*

Additionally, the ISP Attachment also includes a section called the “Career Development Plan (CDP) Addendum.” The PA/SC must have and document in the CDP Addendum a discussion regarding the individual’s current hours of work, and a goal of working the maximum number of hours consistent with their interests, preferences and circumstances as outlined in IM 16-044 and the updated *Workers Guide: CDP DNE Implementation Guide, updated on July 1, 2016*, which is located under “Employment Tools” on either the Staff Tools pages for the [Counties](#) or [Brokerages](#). An updated version of the CDP and DNE instructions that are included in *The ISP Manual* is also posted at these same locations.

Based upon stakeholder requests and for convenience, the ISP Attachment now contains the questions on the top of page four of the ISP (The Decision Not to Explore Employment –DNE) as well as the following directives:

- Describe the discussion about the benefits integrated employment would have for the person; and
- Describe the discussion about the drawbacks of choosing not to work in integrated employment.

When using the ISP Attachment to complete the DNE, the following documents must also be submitted for the DNE to be considered complete:

1. One Page Profile; and
2. Page 3 of the ISP; and
3. The Person Centered Information document. The contributions of people who are important to the person adds context to the person’s decision to not explore employment.

The Services Coordinator or Personal Agent can use either the process described above when completing the DNE or the existing process, both of which are detailed in the *Workers Guide: CDP DNE Implementation Guide, updated on July 1, 2016*.

The choices section of the ISP Attachment must always be completed. If a PA/SC chooses to use the existing process for completing the DNE, the choices section must still be completed. Similar to other sections in the ISP, the Decision Not to Explore Employment can be removed manually. Be sure to check the drop down box so as to indicate Not applicable: Decision Not To Explore Employment section.

The ISP Attachment becomes a part of the Oregon ISP, and reflects the offering of choice at the time of the ISP meeting. Services Coordinators and Personal Agents offer choices more frequently than annually and that information is held in progress notes within the persons file. The Home and Community Based Services rule requires that the ISP reflect that home and community based services and settings are chosen

by the individual and are integrated in, and support full access to, the greater community.

Changes in employment goals, desired outcomes or authorized services continue to be handled in the manner used over this last year and as detailed in The ISP Manual (Making Changes pgs. 53-55).

A webinar will be held on Wednesday, June 29<sup>th</sup> from 9:30 – 10:30 and recorded. Details are available at [www.OregonISP.org](http://www.OregonISP.org) and will be forthcoming through the ISP Pipeline email newsletter.

The ISP Attachment and instructions on offering choice are available on [www.OregonISP.org](http://www.OregonISP.org).

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**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:** CDDPs, Brokerages

*If you have any questions about this action request, contact:*

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