

Topic:	Annual ISP Start and End Dates
Date Issued/Updated:	02/01/2016

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 the 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 authorization period for an annual ISP

If the procedures outlined in the Initial ISP Start and End Dates Worker Guide were used to establish the Initial ISP authorization period the ISP will end on the last day of a calendar month. If the ISP does not end on the last calendar day of the month use the procedures in the Initial ISP Start and End Dates Worker Guide to establish the ISP authorization period. The procedures in this guide will apply for subsequent years.

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.

Service Coordinators (SCs)/Personal Agents (PAs) are encouraged to begin the person-centered-planning process as early as possible in advance of end date of the ISP to prevent any disruption in services. This process can begin up to 60 days before the planned start date of the renewed ISP.

➤ **Second Year ISP Authorization Period:**

Initial ISPs that started on the first day of a calendar month during Year 1 should start on the first day of the same calendar month for Year 2.

- **Example:** The initial ISP start date was 9/1/2015. This ISP must be authorized through 8/31/2016. The renewed ISP starts 9/1/2016 and is authorized through 8/31/2017.

Initial ISPs that have started on any day other than the first day of the month during Year 1, should start on the first day of the next calendar month for Year 2. In Year 2, the ISP is authorized through the last day of the preceding calendar month of the following year.

- **Example:** The initial (mid-month) ISP start date was 7/12/2015. In Year 1, this ISP must be authorized through 7/31/2016. The renewed ISP (Year 2) starts 8/1/2016 and is authorized through 7/31/2017.

➤ **Subsequent Year ISP Authorization Periods:**

ISPs renewed annually should begin on the first day of the next calendar month after the end date of the preceding ISP. The ISP is authorized through the last day of the preceding calendar month of the following year.

- **Example:** Previous year renewed ISP start date is 8/1/2016. This ISP must be authorized through 7/31/2017. The next renewed ISP starts 8/1/2017 and is authorized through 7/31/2018.

➤ **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. 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 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. An ISP is effective with the signature of the individual or their legal/designated representative and the authorization of the Service Coordinator or Personal Agent.

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.

➤ **Changes to an ISP**

Within the authorized dates of an ISP, when services or service settings change, the ISP is not restarted. The ISP is amended to reflect the desired changes to the services or the service setting while maintaining the authorized dates of the ISP.

- **Example:** When entering a new service setting such as an Adult Foster Home from In-Home services mid-year, the existing ISP may serve as the transition ISP into the new setting if it contains all required documentation and supports needed for entry into the new service setting. Updates to the person-centered information; risks; and desired outcomes must be amended and authorized within 60 days after entering the new service setting. The ISP authorization period remains the same as the annual period prior to the amendments.

Ending or Extending an ISP:

Issuing a NOPA: ISPs cannot be extended beyond the last day of the ISP authorization period. [Notification of Planned Action \(NOPA\)](#) terminating all paid services, except non-waiver Case Management, must be sent to the individual per [OAR 411-318-0020\(2\)\(b\)\(B\)\(i\)](#) if the individual fails to participate in and complete all required activities to authorize a renewed ISP, including authorization signatures, no later than the 18th day of the last month of the ISP. The effective date identified on the NOPA would be the last day of the currently authorized ISP.

Next steps: Individual is issued a NOPA terminating all paid services and it is passed the effective date of the notice:

- **If the individual requests paid services:** The individual must participate in the planning process and complete all required activities to authorize an ISP. The ISP should be authorized using the Initial ISP Start and End Dates Worker Guide.
- **If the individual wants to continue to receive case management services:** an Annual Plan must be developed
- **If the individual does not want to continue to receive case management services:** a NOPA terminating case management must be sent to the individual.

Form(s) that apply:

[OregonISP.org Forms](http://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.

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