

Lilia Teninty

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**Number:** APD-AR-17-009

**Issue date:** 1/27/2017

**Topic:** Office of Developmental Disabilities

**Due date:** 1/27/2017

**Subject:** Release of revised Oregon ISP

**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 (please specify): Services Coordinators; Brokerage Directors; Personal Agents; ORA; CPAO; All 24 hour residential programs; employment programs; Oregon Council on Developmental Disabilities; All Family Networks. |
| <input type="checkbox"/> Child Welfare Programs                          |   |

**Action required:** The release of the revised ISP has been postponed until May 1 2017 to allow adequate development time, previewing and field testing the interactive PDF features. Content changes include a place to designate Home and Community Based Settings (HCBS) requirements, and recommendations from the field that simplify and clarify the Individual Support Plan (ISP) and related documents. Later in this transmittal, information about changes made to the ISP and all other support documents is described. Some documents will be required to use, while others have become optional or obsolete. The information in this transmittal will apply to people whose ISP is renewing effective July 1 or later, and those new to services with an ISP start date on or after July 1, 2017.

The new Individually Based Limitation (IBL) form, which addresses HCBS requirements intended to protect certain individual rights, became a requirement effective January 1<sup>st</sup>. (OAR 411-004-0040). This form is located at: <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCBS/Pages/ODDS.aspx> .

The IBL form must be used and attached to ISPs that begin or renew on March 1, 2017 and thereafter.

The ISP forms will be republished in PDF format. There are a number of benefits to this move, including adding additional text to guide conversations; personalization of sections to more uniquely reflect the person for whom the plan is developed; and the ability to more easily remove sections that may not be applicable (while being able to restore them when needed).

Please note the changes below and clarification on new forms that are required, and forms that are optional, obsolete or which can continue to be used.

1. The Person Centered Information form now offers two versions, an adult and a youth version. The supporting questions for the youth Person Centered Information form are more tailored to young people and the form includes a place to record the perspective of family and/or guardians for people under 18 years of age. **The revised 2017 Person Centered Information form must be used for new or renewing ISPs** (Form SDS 4115).
2. On the Risk Identification Tool, the response option of “possible” has been changed to “SC/PA (Services Coordinator/Personal Agent) follow-up” to more clearly reflect its purpose. Additional instructions are currently available at <http://oregonisp.org/instructions/> providing further guidance for identifying certain risks for people who live in residential settings. **You may use the previous version of the Risk Identification Tool or the updated form** (Form SDS 4116).
3. ISP Meeting Agenda remains the same; however, it is now an optional tool. **You may choose to not use the agenda form, use the existing form, or the new PDF form** (Form SDS 4117).
4. Use of the ISP form is required in the timelines described above. It has had fairly significant changes including:
  - a. Incorporating the requirements that were captured in the “ISP Attachment” to the ISP, released in July 2016. **Use of the attachment will no longer be required.**
  - b. Further streamlining and refining the Career Development Plan, including a hidden section for planning with transition-age youth that becomes visible when needed.
  - c. Acknowledgment pages provide a place to document that choices and options were provided the person.
  - d. Revised format of the Desired Outcomes section to better outline outcomes and goals. At least one Desired Outcome must be developed for each person receiving

funded services (separate from the employment requirement).

e. Chosen Services section has been moved and is more streamlined

f. Risk Management Plan includes Home and Community Based Services (HCBS) prompts for people who live in residential settings.

**The revised ISP in PDF format must be used for new and renewing plans** (Form SDS 4118).

5. Change form has no changes **You may use existing form or the new PDF form** (Form SDS 4119).

Watch for updates on trainings through the ISP Pipeline or at [www.OregonISP.org](http://www.OregonISP.org)

**Reason for action:** The Oregon ISP has been revised to meet new regulations and to reflect changes that enhance the ISP and related documents.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:** Brokerage Directors/Personal Agents; CDDP  
Managers/Services Coordinators

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

<b>Contact(s):</b>	Marilee Bell – ISP Rose Herrera – HCBS – Individually Based Limitations		
<b>Phone:</b>	503-947-5262 503-508-5144	<b>Fax:</b>	
<b>Email:</b>	<a href="mailto:Marilee.bell@state.or.us">Marilee.bell@state.or.us</a> <a href="mailto:Rose.K.Herrera@state.or.us">Rose.K.Herrera@state.or.us</a>		