**The Start of each Activity is dependent on the completion of the previous activity**

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| 1    | **Create Fiscal Year Renewal draft plan**  
Complete activity within 60 calendar days prior to the end of the current fiscal year. | 1. Create a draft to the current authorized ISP in HCSIS using the “Fiscal Year Renewal” option under the category of plan changes.  
2. Review service utilization and update accordingly.  
3. Requires aligning the start and end date on the Service Details page with the fiscal year. The Fiscal Year Renewal ISP start date should be July 1 and the Fiscal Year Renewal ISP end date should be June 30.  
4. Ensure Service Details page reflects accurate and current rate information. | None | 1. Review service utilization for each service and ensure it reflects the assessed needs of the individual for the next fiscal year. | None |
| 2    | **Submit for Approval**  
Complete within 30 calendar days of Fiscal Year Renewal date | 1. SC submits draft FY Renewal ISP to AE for approval and financial authorization.  
The responsibility of submission may vary on the SCO’s policies and procedures. | None | None | None |
| 3    | **Approval and Financial Authorization**  
Complete within 30 calendar days of Fiscal Year Renewal date | None | 1. Review/Approve ISP in HCSIS or request revisions & approve once completed  
2. Review/Authorize services in HCSIS or request revisions & authorize once completed.  
3. Notify SC that ISP has been approved & authorized. | None | None | None |
| 4    | **Distribution**  
Complete within 14 calendar days of Fiscal Year Renewal date | Notify providers that the Fiscal Year ISP has been approved and authorized and is available in HCSIS. | None | 1. Access Service Authorization Notice in HCSIS to view services, units, and dates authorized to render services.  
2. Validate that the information in the notices is accurate. If not, contact individual’s SC to request critical revisions. | None |
| 5    | **Service Implementation**  
Monitor services as required | | None | Render approved services as detailed in the ISP and Service Authorization Notices | 1. Receive services.  
2. Participate in SC monitoring of services. |
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| 1    | Information Gathering | 1. Collaborate with individual, family, provider, and other team members to coordinate a date, time, and location for the Annual Review Meeting.  
2. Distribute invitations to team members at least 30 calendar days before Annual Review meeting.  
3. Coordinate information gathering & assessment activity, which may include gathering assessment results.  
2. Send the individual’s provider assessments to the SC. The provider assessments include information such as: medical visits over the course of the previous year, behavioral support plan, and lifetime medical history. | It is recommended that the individual and/or family work with the SC to schedule the Annual Review meeting, determine meeting dates, times, and location. |
| 2    | ISP Meeting | 1. Facilitate Annual Review meeting with individual/family/ team members to update ISP.  
2. Request unit/dollar Fiscal Year service definition limitation exception if needed.  
3. Incorporate Annual Review meeting results into ISP.  
4. Review & update PUNS if needed  
5. Discuss Participant Direct Services (PDS) if the individual is eligible to self-direct services | 1. Attend/participate in Annual Review meeting (optional).  
2. Inquire during meeting whether any units of service exceed FY limitations detailed in the Service Definitions. | 1. Attend and participate in Annual Review meeting.  
2. Be prepared to provide procedure codes associated with the needed services.  
3. Ensure FY exception limitations are approved by ODP prior to delivery of service.  
4. Be prepared to discuss prior authorization and service needs for upcoming year. | 1. Attend/participate in Annual Review.  
2. Select services based on need & select service delivery model that supports ISP outcomes  
3. Choose providers and/or FMS/AWC providers if eligible to self-direct |
| 3    | Documentation | 1. Create Annual ISP draft in HCSIS  
2. Record information gathered at meeting.  
3. Update PUNS in HCSIS if needed  
4. Submit Annual Plan for approval and authorization. | 1. Review/Approve/Authorize ISP in HCSIS or request revisions & approve/authorize once completed.  
2. Notify SC when ISP is approved & authorized.  
3. Notify providers that HCSIS authorizations are available. | 1. Review Service Authorization Notices in HCSIS.  
2. Before rendering a service, confirm services discussed at the meeting are present on the Service Authorization Notices. | None |

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*If the Annual Review Update and the Fiscal Year planning activities fall within the same month, it is strongly recommended that the Annual Review Update be completed first.*
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| 4    | **Distribution**  
    Complete within 14 calendar days prior to the effective date of the ISP | 1. Distribute ISP signature page to Provider  
2. Send approved ISP and signature page to individual, family, and to team members who have no HCSIS access. | None | Print the approved/authorized ISP in HCSIS | Receive ISP |

*If the Annual Review Update and the Fiscal Year planning activities fall within the same month, it is strongly recommended that the Annual Review Update be completed first.*

Example: Begin Date for Annual Review Update Activity is May 1, 2010.