



Announcement

ISP Review Checklist (DP 1050) Revision

ODP Communication Number: Announcement 105-13

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Individuals and Families, Office of Developmental Programs (ODP) Direct Service Providers, Supports Coordination Organizations (SCOs), Administrative Entities (AE), Advocates, and Other Interested Parties

PURPOSE: To announce a revision to the ISP Review Checklist (DP 1050).

Informational Packet #020-13 *“ISP Review Checklist (Replaces AE ISP Checklist) Waiver Service Requirements, Criteria, and Guidelines”*, issued on February 28, 2013, announced the use of the Checklist, dated 1/13, effective April 1, 2013. After implementation, ODP received inquiries related to the use of the Checklist as well as recommendations for changes.

DISCUSSION

The revised ISP Review Checklist (DP 1050), dated 9/13, should be implemented as of the date of this Announcement. The revised ISP Review Checklist will be posted on ODP Consulting website.

The following revisions were made to the ISP Review Checklist:

- Page i – Reference the SH/AIS User Guide for requests related to these services
- Page ii – Under Administrative Entity
 - #2 – removed “critical revisions” next to Section A instructions and removed reference to Section G.
 - #3 – five calendar days was changed to seven calendar days to be in line with the expectation in Informational Packet #020-13 and the ISP Review Checklist training

Revisions to the ISP Review Checklist continued...

- Page 1
 - Addition of a text box to indicate “Date Initiated”, which should indicate the date in which the form was initiated by the provider or Supports Coordinator.
 - Addition of “Complete 1st” direction in Activity box
 - Addition of “Complete 2nd” direction in Type of Service box
- Page 2
 - Increase in text space in the section “Reason for service need/justification of on-going service need” which now allows for entry of up to 1890 characters.
 - Addition of “Date of Service Requested” under SH/AIS section
 - Separated retirement from behavioral category of need under SH/AIS section
 - Added “Approver Name” under ODP SH/AIS section
- Page 4 – Added choice of “Other” under “Recommended ISP Section” column for #17
- Page 5 – Addition of N/A option under “Item Documented? AE to complete” column for criteria #3
 - N/A is used if it is determined by the team that others would NOT be at risk of harm if a residential habilitation service was not provided for the participant therefore documentation in the ISP is not required.
 - If N/A is selected, an explanation must be documented on the DP 1050 form by the SC in Section B under Comments.

Please ensure that you discard all unused previous versions of the checklist dated 1/13 and replace them with this version dated 9/13.

The updated ISP Review Checklist (DP 1050 Form), dated 9/13 is stored on the ODP Consulting Website: www.odpconsulting.net > Resources > ODP Forms.

INQUIRIES

All inquiries regarding ISP Review Checklist should be sent to ra-odpispinquiries@pa.gov mailbox.