Informational Memo
Waiver Renewal Implementation

ISP Development Process – Highlighted Changes

ODP Communication Number: Memo 056-12

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: All stakeholders

Background and Purpose:
The Office of Developmental Programs renewed the Consolidated and Person/Family Directed Supports Waivers with the Centers for Medicare and Medicaid Services (CMS) effective July 1, 2012. Based on the approved Waivers and 55 PA Code, Chapter 51, Office of Developmental Programs Home and Community Based Services Regulations, the Individual Support Plan (ISP) Manual has been updated and includes new and revised information on policies and procedures related to ISP development and implementation.

Discussion: Identified below are highlighted items that are new or revised in the ISP Bulletin and all attachments which include the ISP manual. All stakeholders should read the revised ISP Bulletin and coordinating attachments upon release and distribution in the near future.

Updated ISP Bulletin and attachments including ISP Manual

- Service Definitions
  - No service definition bulletin will be issued for FY 2012-2013
  - Service definitions will only be located in the ISP Manual and the approved waivers for ease of use
    - Until the ISP Manual is released as final, 2012-2013 Service Definitions can be found in the approved Consolidated and Person/Family Directed Support(P/FDS) Waivers
      - Direct Links to the approved Waivers are provided below:
Approved Consolidated Waiver Renewal -
http://www.dpw.state.pa.us/learnaboutdpw/waiverinformation/consolidatedwaiverforindividualswithintellectualdisabilities/index.htm

Approved Person/Family Directed Support Waiver Renewal -
http://www.dpw.state.pa.us/learnaboutdpw/waiverinformation/personfamilydirectedsupportwaiver/index.htm

- Specific service definitions changes were identified in FY Renewal Memo #025-12
- New format and information is included in the ISP Manual for all service definitions
  - Procedure codes
  - Service limits
  - Additional documentation requirements needed in the ISP

❖ Residential Habilitation Criteria and Review Process

- Residential Habilitation Criteria is referenced in the approved Consolidated Waiver and referenced in Section 51.28 (Subsection d-h) ODP Home and Community Based Services regulations.

- Residential Habilitation Criteria is reviewed when:
  - A new Residential Habilitation service is being considered
    - If there is a new need and criteria for residential habilitation is met, the Supports Coordinator (SC) must offer Lifesharing as the first residential option
    - If Lifesharing is not an option by choice or availability and another type of residential setting is needed, the least restrictive and most appropriate size to ensure the participant’s health and welfare while continuing to meet the assessed need must be considered
  - Every six months

- Residential habilitation setting size process is under development to assist in determining what criteria would best describe an individual’s support needs in a residential habilitation service setting. More information on this process will be provided through ODP communications.

❖ Back-up Plans

- The back-up plan is a strategy that is developed by the provider to ensure each authorized service is delivered in the amount, frequency and duration as documented in the ISP
- All providers are responsible for developing a back-up plan for each home and community based service they provide to an individual
- The SC incorporates the back-up plan into the ISP
❖ SC Documentation Requirements

- Information is added to identify where SCs are required to document various activities to meet waiver requirements

❖ ISP Signature Form (DP 1032)

- ISP Signature Page is being revised and renamed to the ISP Signature Form; the form number remains the same
- Clearer instructions are intended to improve ease of use for SCs.
- The ISP Signature Form is required for use at the initial ISP, the annual ISP and any team meeting that results in a critical revision to the ISP
- Two new statement are added for the waiver participant
  - I agree to comply with all waiver requirements
  - I received information on how to report abuse, neglect and exploitation from my SC (Informational Packet # 053-12)
- Clarification on when to check not applicable (N/A)
- The revised ISP signature form will be distributed through future ODP communications.

❖ Waiver Service Request Form (DP 1022)

- Waiver Service Request Form was revised to provide clear instructions for ease of use by individuals, family members, SCs and AEs; the form number remains the same
- Timelines for completion and submission will be included in the ISP Manual.

❖ Outcome Development and Outcome Actions

- The Revised ISP Manual will match the content provided during 2011 PA Outcomes Statewide Training and Frequently Asked Questions issued in April 2011.

❖ Changes to ISP Timeline

- SC must distribute invitations to team members - “within” changed to “at least” 30 days before the ISP meeting is held
- Coordinate information gathering and assessment activity – “within” changed to “at least” 90 calendar days prior to the end date of the ISP
- Facilitate the ISP meeting – “within” changed to “at least” 60 calendar days prior to the end date of the ISP
- SC to submit plan to AE for approval and authorization - “within” changed to “at least” 30 days prior to the end date of the ISP
• SC to resubmit the ISP to the AE if more information was requested or anything else that prevents approval and authorization – **within 7 calendar days of the date it was returned to SCO for revision**

• SC distributes approved and authorized plan to the individual and team members who do not have HCSIS access - “at least” **changed to “within” 14 days of its approval and authorization**

❖ **Changes to AE ISP Checklist**

• The AE ISP checklist is being revised to include the residential habilitation setting size criteria.

• The AE ISP checklist will be distributed as an attachment to the ISP Bulletin.

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**Regulation Reference for this Waiver Renewal Implementation Activity:**

*Residential Habilitation Criteria and Review Process – Chapter 51.28(d-h)*

*Back-up Plans – Chapter 51.32*

*ISP Timelines – Chapter 51.28(c)*

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**Released Communications:**

*Reference ODP Communication Number 052-12: Approved ODP Waiver Renewals Effective July 1, 2012* for related communications released to date

**Upcoming:**

• **ISP Bulletin and Attachments; including ISP Manual**

• **ISP Manual Webcast**

• **Updated ISP Signature Form**

• **Overview of the Waiver Renewal Webcast**

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**Inquiries:** Should be addressed to the appropriate ODP Regional Program Office