



Additional Information Related to the Planning, Service Selection, and Individual Support Plan (ISP) Approval Guidelines and the Waiver Service Request Process

Informational Memo #008-09

PURPOSE: This Office of Developmental Programs (ODP) Informational Memo is intended to alert the field that the Planning, Service Selection, and ISP Approval Guidelines are on hold. This memo is also intended to further describe the information contained in Informational Packet #004-09 titled Waiver Service Requests which was issued May 11, 2009.

ODP is putting the *Planning, Service Selection, and ISP Approval Guidelines* (“Guidelines”) on hold because of slight differences between the “Guidelines” and the approved waivers. Administrative Entities (AEs) and Supports Coordination Organizations (SCOs) should rely on the service definitions in the approved waivers to guide development of all ISPs. ODP is planning to address these differences and re-issue the guidelines for public comment and then distribute the guidelines as an official ODP Bulletin.

The foundation of the ISP “Guidelines” and the ISP planning process has not changed. The ISP planning process should result in an ISP that is meaningful to an individual’s life, ensure their health and welfare, and is based on an assessed need. AEs must continue to ensure that all services are based on assessed needs and individuals receive written notice of approval or denial of services requested by individuals, families, or their surrogate. The *Waiver Service Request Form (DP 1022)* which is part of the guidelines and described and outlined in ODP Informational Packet #004-09 is recommended as a helpful tool and process, but is not required at this time.

Standard models of practice regarding the “Guidelines” should continue to be completed and submitted as they support ISP development and authorization according to ODPs assurances to Center for Medicare and Medicaid Services regarding implementation of the waiver.

In addition, ODP recognizes that the statement made in Informational Packet #004-09 surrounding Participant-Directed Services may not have been clear. The intent of this statement was to discourage the Waiver Service Request Form from being used in situations where an individual has the ability to exercise budget authority over their approved and authorized Participant-Directed Services. ODP would like to reinforce that the process for requesting services continues to be the same for individuals self-directing their services than for those who are not self-directing their services.

As stated above, the Waiver Service Request form is a helpful tool and process that may be used, but is not required at this time.