



Biennial ICAP Administration

April 18, 2022

Joni Gebhard,
Objective Assessment
Program Manager

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Value of the Participant's Team

- ▶ Administration of the biennial ICAP begins with a review by the participant's team.
- ▶ Using the participant's team for the biennial ICAP review is a more person-centered approach.
- ▶ The participant, their guardian, and team members know the participant's circumstances best.
- ▶ When the participant's needs have not changed, the team review is the biennial ICAP.

ICAP INVENTORY for CLIENT and AGENCY PLANNING
RESPONSE BOOKLET

9-22158
Robert H. Bruininks
Bradley K. Hill
Richard F. Weathersman
Richard W. Woodcock

CLIENT
Name: LAST FIRST MI.
Address: STREET CITY STATE ZIP
Phone ()
Residential Facility
School/Day Program
County/District Responsible
Case Manager Phone
Parent or Guardian Phone
Respondent (Your Name) Your Phone
Relationship to Client
Reason for Evaluation

Client ID
Residence ID
Day Program ID
Co./District ID
Case Manager ID
Other ID

YEAR MONTH DAY
Evaluation Date
i - Birth Date
Age
YES NO

CALCULATION: Calculate the client's age by subtracting the birth date OF AGE from the evaluation date. If the number of days in the client's exact age is less than 15, the client's age is the number of years and months calculated. If the number of days is 15 or greater, the number of months is increased by one.

ICAP Training Implications Profile

MOTOR SKILLS

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100			
<-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

SOCIAL AND COMMUNICATION SKILLS

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100			
<-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

PERSONAL LIVING SKILLS

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100			
<-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

COMMUNITY LIVING SKILLS

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100			
<-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

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Data Supports a Team Approach

- ▶ DHHS found that the majority of ICAP scores stay the same.
- ▶ When the team agrees with the current ICAP, there is no need for additional provider and DHHS resources to complete an assessment.

Completed ICAPs				
Change in Tier Level	No Change # ICAPs	No Change %	New ICAP: No Previous Budget	Grand Total of ICAPs Completed
2022	111	65%	7	170
2021	1,794	66%	230	2,723
2020	1,188	59%	265	2,012
2019	1,740	57%	207	3,007
2018	590	47%	318	1,241

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Biennial ICAP Schedule

- ▶ Every two years, the participant's team reviews the ICAP and determines if it is an appropriate picture of the participant.
 - Before the semi-annual meeting, the Service Coordinator will share the participant's most recent ICAP with the team.
 - The ICAP will be uploaded on Therap.
- ▶ The review is completed in the calendar year two years after the participant's previous ICAP.



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Provider Preparation for Team Discussion

- ▶ Provider reviews the ICAP on Therap before the semi-annual meeting.
- ▶ The participant's semi-annual meeting is the provider's opportunity to discuss:
 - Significant changes to the participant's skills or abilities and
 - Changes needed to behavioral support.
- ▶ The data review period increased from 30 to 90 days.
 - This allows a more expansive view of the participant.
 - This is the timeframe used by the Behavioral Support Team for exception requests.
- ▶ Provider should be prepared to discuss if the ICAP reflects the needs of the participant.



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Participant's Team Review

- ▶ At the participant's semi-annual meeting, their team reviews the ICAP.
- ▶ The participant's team will discuss and make a decision about if the ICAP accurately reflects the participant.



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Team Review of Adaptive Skills

- ▶ Have the participant's skills maintained, improved, or declined?
- ▶ Review based on:
 - The most recent ICAP;
 - Level of Care (*Developmental Index*); and
 - Provider assessments.

ADAPTIVE BEHAVIOR CHANGES - Adaptive Skills are learned everyday living skills such as walking, talking getting dressed, preparing a meal, or cleaning the house, including an awareness of when to perform these skills; as well as, the capability of performing the skill - not the willingness to perform the skill.

Discussion:

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Team Review of Behavior Support

- ▶ Does the participant need the same support?
- ▶ Are changes needed to current supports?
- ▶ Is there an updated safety plan, behavioral support plan, and Functional Behavioral Assessment (FBA)?
- ▶ Review based on the most recent ICAP and current behavior noted in the previous 90 days behavior tracking, T-logs, and GERs.

PROBLEM BEHAVIOR CHANGES - Problem behaviors are those that require the attention of others, either to stop or minimize; these are identified as learned behaviors which require caretakers response or redirection which may include - asking the participant to stop, require the use of a safety plan, or behavior support plan to minimize, or teach an appropriate replacement behavior.

Discussion:

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Documenting Team Review

- ▶ At the semi-annual meeting, the Service Coordinator will have:
 - The *Biennial ICAP Team Review Form* and
 - The previous ICAP.
- ▶ The Service Coordinator will document the discussion and decision.
- ▶ Team members will sign and date the form.

Biennial ICAP Team Review

I was involved in a team discussion regarding reviewing my most recently completed ICAP and:

Yes, I accept this ICAP as it continues to accurately reflect my skills and abilities.
 No, I do **not** accept this ICAP it no longer accurately reflects my skills and abilities.

Name of Participant

Signature of Participant

Date

Comments: _____

Biennial ICAP Team Review

Participant Name: _____
NFocus ID number: _____
Date of Team Meeting/Discussion: _____
Date of the most recent ICAP team is reviewing: _____

Team Discussion:

ADAPTIVE BEHAVIOR CHANGES - Adaptive Skills are learned everyday living skills such as walking, talking getting dressed, preparing a meal, or cleaning the house, including an awareness of when to perform these skills; as well as, the capability of performing the skill - not the willingness to perform the skill.

Discussion: _____

PROBLEM BEHAVIOR CHANGES - Problem behaviors are those that require the attention of others, either to stop or minimize; these are identified as learned behaviors which require caretakers response or redirection which may include - asking the participant to stop, require the use of a safety plan, or behavior support plan to minimize, or teach an appropriate replacement behavior.

Discussion: _____

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After the Semi-Annual Meeting

- ▶ When the team determines that the previous ICAP is still reflective of the participant's skills, needs, and supports:
 - A Notice of Redetermination is sent to reflect that the ICAP was completed and there is no change to funding.
- ▶ When the team decides a formal assessment is needed:
 - The ICAP is administered by interview and review of documentation by DD staff.
 - A Notice of Decision is mailed
 - Once the assessment is completed, the Service Coordinator reviews funding with the participant's team.



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