

## Important Initials to Know

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### DDD

Division of Developmental  
Disabilities

### IBA

Individual Budget Amount

### ICAP

Inventory for Client &  
Agency Planning

### ISP

Individual Service Plan

### OAP

Objective Assessment  
Process

### DHHS Division of Developmental Disabilities

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## DD Services Assessment & Budgeting

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**DEPT. OF HEALTH AND HUMAN SERVICES**

*"Helping People Live Better Lives"*

## The Objective Assessment Process (OAP)

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The Objective Assessment Process, or OAP, is the process used to determine the funding amount a participant will receive. This funding is what the participant will use to pay for their DD services. The OAP determines the participant's level of care and needs. This process includes completion of the ICAP assessment. Results from the OAP are translated into the participant's Individual Budget Amount (IBA).

## The Inventory for Client and Agency Planning (ICAP)

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The Inventory for Client and Agency Planning, or ICAP, is an assessment that is used as part of the OAP process. This assessment ensures that a participant's funding is based on their needs.

The ICAP is one of the most widely used adaptive behavior assessments in the United States. Adaptive behaviors are the skills all people learn in order to function in their daily lives.

### The ICAP measures:

- Motor Skills;
- Social and Communication Skills;
- Personal Living Skills;
- Community Living Skills; and
- Problem Behavior.

DDD completes the ICAP with input from people who know the participant the best. This may include a participant's teachers, para-educators, family members, and/or provider staff. The person completing the ICAP also reviews documentation, such as program data, medical records, legal documents, and provider-completed assessments. The ICAP is entered into a computer program that determines the score. This score is factored into the OAP.

## The Individual Budget Amount (IBA)

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The Individual Budget Amount, or IBA, is the total funding amount available to a participant during their waiver year. The IBA is determined by DDD staff, based on the OAP process. The IBA is determined before a participant's individual service plan (ISP) year.

### What is my role?

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You may be interviewed by DDD during the ICAP process if you:

- 1) Have had at least three months of regular contact with the person being evaluated. The longer you have known the person, the broader your knowledge of their skills.
- 2) See the person being evaluated on a day-to-day basis.
  - Regular, or day-to-day, contact means you provide direct paid or natural support to the person.
  - For Day services, regular, or day-to-day, means Monday through Friday.

If you are the parent or guardian of a person being assessed, who does not live with you, you will be asked a short questionnaire to ensure you have input.