

Important Initials to Know

DHHS-DD

Nebraska Department of
Health and Human
Services, Division of
Developmental Disabilities

IBA

Individual Budget Amount

ICAP

Inventory for Client &
Agency Planning

ISP

Individual Support Plan

OAP

Objective Assessment
Process

Tips for Interviewees

When you are interviewed keep in mind the ICAP is designed to decide a participant's need for supports. The ICAP is a needs-based assessment, not a strength-based assessment. This means we assess how the participant would do the task if he/she had no supervision.

When you rate an item, consider what support and reminders are given. Sometimes you may forget how much assistance you provide because you give it every day. When rating the participant, you must consider how he/she would do with no supervision or help. How would he/she do if you were gone for the day?

When you do not understand the rating scale or a question, tell the person interviewing you. You can ask questions. The person completing the ICAP is there to help you answer correctly. This person cannot tell you what your answer should be.

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DD Services Assessment & Budgeting

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Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

"Helping People Live Better Lives"

The Objective Assessment Process (OAP) and Budget

The objective assessment process (OAP) is used to determine the participant's annual individual budget amount. Under state law, [Neb. Rev. Stat. 83-1216\(1\)](#), DHHS must use an objective assessment process to determine a participant's funding amount to pay for his/her developmental disabilities services.

Results from the OAP are translated into the participant's individual budget amount (IBA). The IBA is the maximum funding amount available to a participant each waiver year.

The IBA is determined by DHHS-DD, based on the OAP. The IBA is determined before a participant's first individual support plan (ISP) meeting is held. The OAP is meant to calculate the same funding amount for eligible people with similar skills and abilities.

The OAP is completed when a person is new to services and every two years when receiving services.

A participant's guardian may not be interviewed when the guardian does not match the criteria. A guardian will be notified of the upcoming ICAP. When the guardian says he/she would like to observe or participate in an ICAP interview, he/she may participate.

The Inventory for Client and Agency Planning (ICAP)

The inventory for client and agency planning (ICAP) is the assessment used to measure a person's needs, skills, and abilities for the OAP.

The ICAP is a nationally recognized assessment. Nebraska uses it to make sure funding is given according to need.

The ICAP measures four categories of adaptive skills:

- Motor Skills
- Social and Communication Skills
- Personal Living Skills
- Community Living Skills

The ICAP measures eight categories of problem behavior:

- Hurtful to Self
- Hurtful to Others
- Destructive to Property
- Disruptive Behavior
- Unusual/Repetitive Habits
- Socially Offensive Behavior
- Withdrawal or Inattentive Behavior
- Uncooperative Behavior

Completing the ICAP

DHHS-DD completes the ICAP with input from people who know the participant best. This is done by interviewing people. Interviews may be done with a participant's teacher, para-educator, family, provider staff, and others.

You may be interviewed by DHHS-DD during the ICAP process if you:

- 1 Have known the participant for at least three months. The longer you have known the person, the more you know about his/her skills.
- 2 See the participant regularly throughout the week. You may provide direct paid or natural support to the person.

The person completing the ICAP reviews documents such as school records, program data, medical records, legal documents, and provider assessments. This person is trained to score the ICAP based on interviews and documents. State standards and practices are outlined in an ICAP manual.

The ICAP is entered in a computer program that calculates the score. This score determines the IBA. When the ICAP results in a change to the IBA, the Service Coordinator shares this amount with the participant and develops the service plan.