Tips for Interviewees

When you are interviewed for an ICAP, please keep in mind the ICAP is designed to decide a participant’s need for supports. The ICAP is a needs-based assessment rather than a strength-based assessment. This means we are assessing 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 on the ICAP, tell the person interviewing you and ask questions. The person completing the ICAP is there to help you in answer correctly. This person cannot tell you what your answer should be.
The objective assessment process (OAP) is the process used to determine the funding amount a participant will receive. Under state law, Neb. Rev. Stat. 83-1216(1), DHHS must use an objective assessment process to determine the funding amount for any person receiving developmental disabilities services. This funding is what the participant uses to pay for his/her developmental disabilities services.

Results from the OAP are translated into the participant's individual budget amount. The OAP process is meant to calculate the same funding amount for eligible people with similar skills and abilities.

**Individual Budget Amount (IBA)**

The individual budget amount (IBA) is the total funding amount available to a participant during his/her waiver year. The IBA is determined by DHHS-DD, based on the OAP process. The IBA is determined before a participant’s individual support plan (ISP) year.

The inventory for client and agency planning (ICAP) is the assessment used to measure a person’s skills, needs 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 adaptive behaviors, including:**
- Motor Skills
- Social and Communication Skills
- Personal Living Skills
- Community Living Skills

**The ICAP measures 8 categories of problem behaviors:**
- Hurtful to Self
- Hurtful to Others
- Destructive to Property
- Disruptive Behavior
- Unusual/Repetitive Habits
- Socially Offensive Behavior
- Withdrawal or Inattentive Behavior
- Uncooperative Behavior

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

1. Have had at least three months of regular contact with the participant. The longer you have known the person, the more you know about his/her skills.
2. See the participant on a day-to-day basis. Day-to-day contact means you see the person regularly. You may provide direct paid or natural support to the person. For day services, day-to-day means Monday through Friday.

The person completing the ICAP reviews documents such as program data, medical records 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.

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.