

Biennial ICAP Administration

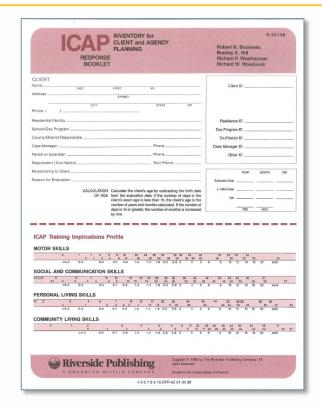
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Joni Gebhard, Objective Assessment Program Manager



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.







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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



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.





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.





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:



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:



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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