

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDANCE DOCUMENT

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Pursuant to
Neb. Rev. Stat. § 84-901.03

Important Initials to Know

DD
Developmental Disabilities

GER
General Event Report (incident report in Therap)

IEP
Individual Educational Plan

IFM
Individual Family Meeting

ISP
Individual Support Plan

PFW
Personal Focus Worksheet

SNAP
Supplemental Nutritional Assistance Program

VR
Vocational Rehabilitation

Semi-Annual ISP

Held within six months of the ISP being implemented.

In addition to the discussion topics found in this brochure, the provider must be prepared to discuss:

- The goals the participant is currently working on, including progress and adjustments needed to strategies
- Possible goals the participant would like to work on in the coming year
- Assessments to complete prior to the Annual ISP meeting
 - Assessments and baselines should be completed prior to annual ISP and available upon request
 - Provider must be able to discuss assessments and baselines at annual ISP
- Plan for the annual physical to be scheduled and attended within 12 months of previous physical

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DD Provider ISP Guide

NEBRASKA

Good Life. Great Mission.

DEPT. OF HEALTH AND HUMAN SERVICES

"Helping People Live Better Lives"

ISP Discussion Topics

Each ISP meeting will cover the topics listed in this brochure. ***The provider must be prepared to speak about these topic areas.***

Based on the participant's needs, other topics may be discussed. Those topics can be outlined by the Service Coordinator prior to the meeting.

Goals and Celebrations

- Good things or achievements from the past year
- How the participant communicates
- Things the participant would like to work on
- Strengths identified in assessments

Financial & Benefit Planning

(when assigned to the provider)

- General discussion of finances and any upcoming needs or large expenditures
- Medicaid renewal or recertification due date
- SNAP or other benefits recertification dates
- Any benefits planning or changes

Employment

- Employment goals and strategies
- Current employment, including place of employment, hours worked, and supports needed
- Involvement in Vocational Rehabilitation, including current milestone and progress

Strategies to address participant's goals, needs, and preferences

- Assessments and baselines completed, including identified needs
- Habilitation plans, behavior support plans, and other DD supports provided
- Use of community resources and natural supports
- Discussion of referral for any services to meet identified unmet needs

Participant Risks

- Plans to mitigate risk, including things such as safety plans and seizure protocol
- Back-up plan for services in the event that they are unable to be provided
- Supervision needs, including alone time both within and outside the residence
- Restrictions, including restrictive interventions, strategies, and progress on eliminating restrictions
- Psychotropic medications, including how the medicines are working, any recommended reduction, and any noted side effects
- Review of General Event Reports (GERs) since the last meeting
- Review of emergency safety interventions, including how they are working, if changes are needed, and if elimination or reduction is appropriate
- Any legal needs the participant has, including court dates and probation requests

A note about the Individual Family Meeting (IFM)

- The IFM is not intended for the provider
- SC completes 4 to 6 weeks prior to the ISP with the participant and their family and/or guardian
- Question #5 on the Personal Focus Worksheet (PFW) is completed at this meeting
- Conversation includes what the participant wants, how things are going, and any changes that need to be made
- Reviews choices of provider(s) and services

What to expect after the ISP

- Current ISP continues until the beginning of the new ISP/budget year (this is the ISP start date)
- Service authorizations will be completed before the start date
- Approved ISP will be available to the team before the start date
- Provider should finalize habilitation plans, behavior support plans, and other supports after the ISP
 - Provider should upload to electronic information system or otherwise make available to SC
 - Provider must implement all plans on the first day of the new ISP/budget year