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.
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.

<table>
<thead>
<tr>
<th>Change in Tier Level</th>
<th>No Change # ICAPs</th>
<th>No Change %</th>
<th>New ICAP: No Previous Budget</th>
<th>Grand Total of ICAPs Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>111</td>
<td>65%</td>
<td>7</td>
<td>170</td>
</tr>
<tr>
<td>2021</td>
<td>1,794</td>
<td>66%</td>
<td>230</td>
<td>2,723</td>
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<tr>
<td>2020</td>
<td>1,188</td>
<td>59%</td>
<td>265</td>
<td>2,012</td>
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<td>2019</td>
<td>1,740</td>
<td>57%</td>
<td>207</td>
<td>3,007</td>
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<tr>
<td>2018</td>
<td>590</td>
<td>47%</td>
<td>318</td>
<td>1,241</td>
</tr>
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</table>
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.
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.
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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