



M. Jodi Rell
Governor

State of Connecticut
Department of Developmental Services

DDS

Peter H. O'Meara
Commissioner

Kathryn du Pree
Deputy Commissioner

Memorandum

TO: *DDS Executive Management Team
Group Leaders
Assistant Regional Directors*

FROM: *Kathryn du Pree, Deputy Commissioner*

DATE: *August 14, 2008*

SUBJECT: *Individual Plan Policy and Procedures*

Attached are the following revised Case Management Policies and Procedures effective September 1, 2008:

- I.C.1.PO.002: Individual Planning
- I.C.1.PR.002.a: Components of an Individual Plan
- I.C.1.PR.002.b: Planning and Support Team

Following is a summary of the Policy and Procedure changes.

The policy and procedures were updated to reflect the name change to the Department of Developmental Services (DDS).

Individual Planning Policy - I.C.1.PO.002

The Individual Planning Policy was changed to replace the references to a follow-along plan with an individual plan – short form. The policy updates describes the plan forms that may be used when an individual is newly enrolled in a waiver for the first 90 days of receipt of waiver services, 45 days in licensed settings. The policy was also updated to reflect the change in when the first LON should be developed for children, at age 18, unless the child has been referred for VSP or residential supports.

Components of an Individual Plan Procedure - I.C.1.PR.002.a

The Components of an Individual Plan Procedure was updated to reflect the change in requirements regarding individual plan reviews and updates. The procedure describes the requirement for providers to submit six-month individual progress reviews to the case manager and other team members. The procedure also requires staff who provide self-directed supports to document progress on goals. The procedure describes the circumstances under which the team should be convened based on a change in the person's needs or life circumstance.

The procedure was revised to describe the case management monitoring and documentation requirements for individuals enrolled in a waiver who do not receive waiver services at least monthly. The procedure also includes the requirement to complete an Aquatic Safety Screening as an addendum to the Individual Plan and

Individual Plan – Short Form. The procedure was also updated to reflect changes in the process of completing the Individual Plan Signature Sheet, IP.11.

Planning and Support Team Procedure - I.C.1.PR.002.b

The procedure was revised to include the requirement for providers to submit six month Individual Progress Reviews to the case manager, family or guardian and other team members. It was also changed to describe activities the case manager should complete in cases when plan meetings are postponed and cannot be held within 365 days of the last plan.

Also attached are the updated Individual Plan forms, Individual Plan-Short form, and the Aquatic Activity Screening, and the Individual Progress Review form.

Please place the revised Policies and Procedures in your DDS Manual, Part 1 Service Delivery, Section C. Case Management/Support Brokerage. The Policies and Procedures should be reviewed by Managers, Residential and Day Staff, IFS Resource Team Members, Case Managers, and Case Management Supervisors.

If you have any questions regarding the Policy and Procedure revisions, please contact Terry Cote at (860) 418-6017 or terry.cote@ct.gov.

Attachments:

- I.C.1.PO.002: Individual Planning Policy
- I.C.1.PR.002.a: Components of an Individual Plan Procedure
- I.C.1.PR.002.b: Planning and Support Team Procedure
- Individual Plan forms
- Individual Plan – Short form
- Aquatic Activity Screening
- Individual Progress Review form