



State of Connecticut  
Department of Developmental Services

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**To:** DDS Staff  
**From:** Jordan Scheff, Commissioner, Department of Developmental Services  
**Date:** June 20, 2018  
**Subject:** Individual Planning Process

Starting in July, DDS will be implementing a new Individual Planning process for the individuals we serve. This new process and documentation will incorporate Person Centered Planning tools from the Charting the Life Course series and other sources. The emphasis of this new process will be to increase an individual's participation in their own planning. While we know participation in IP meetings is challenging for people who have difficulty communicating with others, we hope this new process will enhance the ways team member's listen to and respond to the needs of all people who are served by the department. This is not only an essential part of Person Centered Planning but also a requirement for services that receive funding from the Center for Medicaid/Medicare Services (CMS).

The planning tool itself will start with what is important to the person and with the individual's vision for their future, the services they want and flow forward with input from families and providers on how we can organize supports to help the person to attain their goals. This may be a different approach for many teams and will require all team members to be aware and prepared to take part.

Training in the new IP and in LifeCourse planning has been ongoing. All DDS case managers will complete their training on the new documentation and procedure by the end of June. Dates for provider presentations will be scheduled through July. Those dates will be posted on the DDS website and notifications sent out from DDS Operations Center.

Making changes in our procedures and documentation requirements on such a large scale can be challenging and can provide opportunities to do our work in better, more effective and more efficient ways. We are confident in the skills and abilities of both DDS and private provider staff to assist the individuals they serve with having a bigger role in their life planning. Person Center Planning has been an important part of DDS' Mission for many years. This new Individual Plan is another step in supporting individuals on their journey.