Writing Good IDS On-Going Community Integration Plans

Training for IDS Providers

September 9, 2014
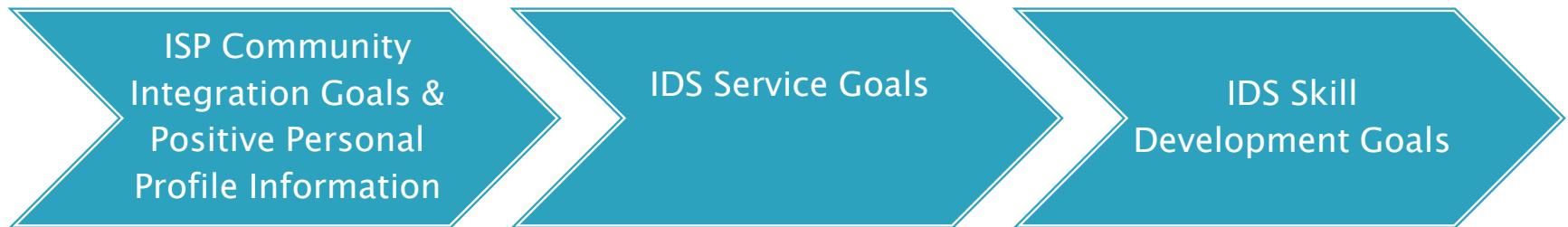
Individualized Day Supports

- To enhance **community involvement and participation**

- To facilitate **increased natural supports** through relationship-building & membership opportunities

- To provide **career exploration**, or **wraparound support for employment** (for working-age persons)

- To provide **meaningful, integrated retirement options** (for retirement-age persons not wishing to pursue or continue in employment)
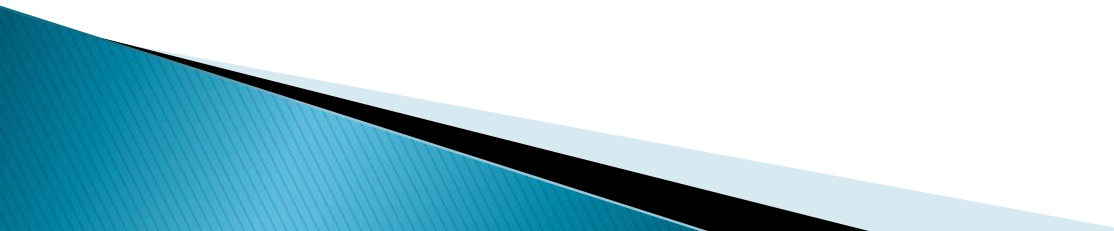
Individualized Day Supports

- To help a person learn, use and maintain skills that support:

  ◦ The type of **community involvement** the person wishes to have

  ◦ The ability of the person to develop and keep **relationships** that are important and meaningful to the person

  ◦ The ability of working–age individuals to pursue and achieve integrated **employment**

  ◦ The ability of retirement–age individuals to enjoy a meaningful "**retirement** lifestyle"

On-Going Community Integration Plans

| ISP Community Integration Goals & Positive Personal Profile Information | IDS Service Goals | IDS Skill Development Goals |

Service Goal Areas:
Community Integration
Self-Determination
Relationships
Employment
Retirement
Community
Contribution

Basics for Writing Good OCIPs

- Use DDA Template

- Use Fillable Version of Template

- Ensure Completeness

- Seek TA from DDA if needed

Technical Assistance

- Genni Sasnett is available to assist.

  gsasnett@hotmail.com

- Lisa Mills is available to assist

  lmills67@charter.net

- Best practice examples posted on IDS webpage

- PRMU staff

Basics for Writing Good OCIPs

- **Effective Date of First OCIP**

  ◦ First service date after service authorization has been in place for thirty (30) calendar days

  ◦ Example:
    - Service authorized on March 1, 2014 (Start Date)
    - 30 calendar days from start date: March 31, 2014
    - Effective date of OCIP: First day that you will provide service to person after March 31, 2014

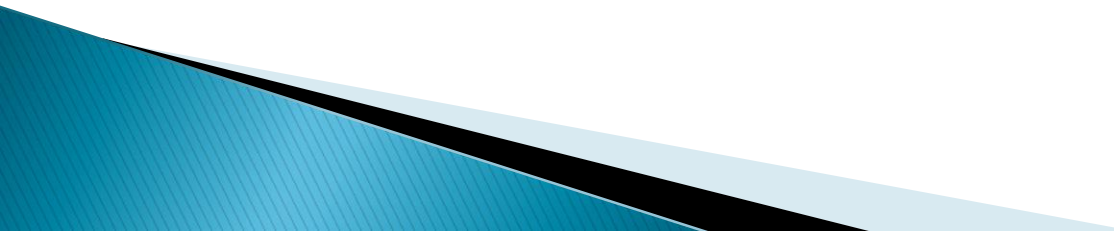# Basics for Writing Good OCIPs

▸ **Effective Date of Updated OCIP**

◦ When updating OCIP on quarterly basis, effective date is three months from the effective date listed on the previous OCIP

◦ When updating OCIP because there is a significant change to the plan, effective date is the first day of service where the changes will be (or have been) implemented.

Basics for Writing Good OCIPs

- ## Community Integration Goals in ISP

  - Do not skip this section or delete it from template

  - These goals should be included in the authorization

  - Referrals for IDS should have community integration goals in their ISPs

  - These goals and Positive Personal Profile should provide baseline for developing individualized IDS service

Positive Personal Profile

- Always attach – ideally after page 1 or 2, not as appendix

- IDS service goals should relate to what is in PPP

- Calendar of planned activities should relate to what is in the PPP

Positive Personal Profile

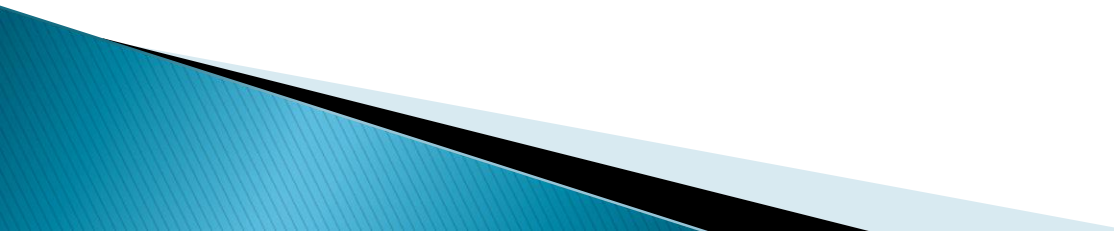| PPP	IDS Activities
Singing	Liz Biones Jazz Concert at NoMa DC
Music	National Air & Space Museum
Church	Sam O'Reggae Concert at NoMa DC
Making Beaded Jewelry	US Botanic Gardens
Attending Live Shows/Concerts	Jazz: Film by Ken Burns
Going to the "Chateau"	National Sculpture Garden
Little to No Work Experience	Picnic on the Mall
No Natural Supports	Shopping and Restaurant for Lunch

Basics for Writing Good OCIPs

▶ **Listing DSPs**

◦ Each DSP should have their own cell phone number listed

◦ Ideally, each DSP should also have their own email address

◦ Cell Phone and Email columns should list the DSP's cell phone number and email address, not the supervisor's

Basics for Writing Good OCIPs

- **Emergency Back-Up Plan**

    ◦ Do not skip this section

    ◦ Provide emergency back-up plan for when primary DSP is unavailable

    ◦ <u>Also</u> provide emergency back-up plan for when back-up DSP(s) is unavailable

IDS Service Goals

- Do not skip this section of template

GOAL CATEGORY	GOAL STATEMENT	ACTIVITIES AND OPPORTUNITIES	SKILL DEVELOPMENT	GOAL ACHIEVEMENT:
A minimum of one (1) is required: Community Integration Self–Determination Relationships Employment Retirement Community Contribution	Describe the person's individualized goal relating to the Goal Category selected in column one. Note: A person can have more than one goal relating to each Goal Category.	List highly individualized, integrated community activity(s) or opportunity(s) that will support achievement of the goal. List number of hours/week.	Describe how the activity(s) or opportunity(s) in the previous column will help the person develop, improve or maintain specific skills for community participation.	List measurable outcomes that are expected and will indicate the goal has been achieved.

- <u>Every</u> activity on the calendar should be listed in column 3 and associated with an IDS service goal

IDS Service Goals

▸ <u>Avoid</u> identifying activities and then "backing into" service goals that fit the activities.

GOAL CATEGORY	GOAL STATEMENT	ACTIVITIES AND OPPORTUNITIES	SKILL DEVELOPMENT	GOAL ACHIEVEMENT:
A minimum of one (1) is required: Community Integration Self–Determination Relationships Employment Retirement Community Contribution	Describe the person's individualized goal relating to the Goal Category selected in column one. Note: A person can have more than one goal relating to each Goal Category.	List highly individualized, integrated community activity(s) or opportunity(s) that will support achievement of the goal. List number of hours/week.	Describe how the activity(s) or opportunity(s) in the previous column will help the person develop, improve or maintain specific skills for community participation.	List measurable outcomes that are expected and will indicate the goal has been achieved.

▸ Activities should support the service goals.

IDS Service Goals

- Service goals should reflect the ISP Community Integration Goals

- Service goals should reflect information in the Positive Personal Profile

- Service goals should be unique to the person, not general

- More service hours ➡ more service goals

Which Service Goal is Best & Why?

▸ Mr. M. will engage in activities to foster integration and inclusion in his community.

▸ Mr. R. wants to participate in, and experience, venues in the community that involve the theatrical arts and musical performances.

Goal Area: Community Integration

Goal Area: Community Integration

Does the Activities/Opportunities List Makes Sense?

▶ IDS Service Goal:

Mr. R. wants to participate in, and experience, venues in the community that involve the theatrical arts and musical performances.

▶ Dance Place and participate in a class or view a performance (1X/week)
▶ Georgetown University Friday Music Series (2X/month)
▶ Find and join a choir or musical performance group

Does the Activities/Opportunities List Makes Sense?

- <u>IDS Service Goal</u>:

- Mr. M. will engage in activities to foster integration and inclusion in his community.

- AMF Marlow Heights Lanes for promotion of muscle exercises and increased socialization

- Capital View Library for engagement in possible programs and interactions with others

Exercise

John Smith
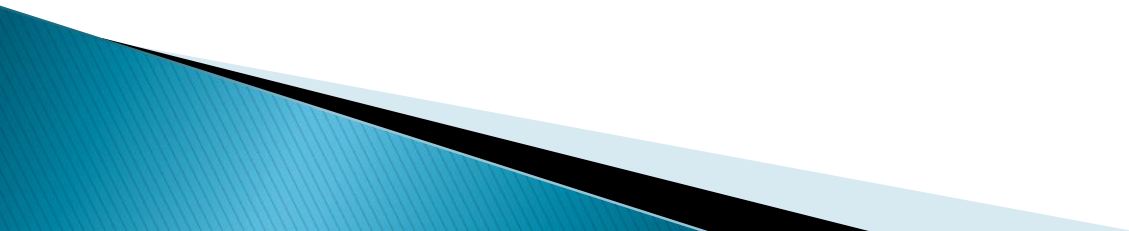
IDS Service Goals Are Not Skill Goals

▸ IDS Service Goals relate to:

  ◦ Community Integration (Involvement/Participation)
  ◦ Community Contribution (e.g. Volunteering)
  ◦ Relationships (Natural Supports)
  ◦ Employment (Career Exploration) or Retirement
  ◦ Self-Determination (Choice-Making)

▸ Skills support the person to achieve his/her IDS Service Goals – skills are separately addressed on OCIP

Calendar

GOAL CATEGORY	GOAL STATEMENT	ACTIVITIES AND OPPORTUNITIES	SKILL DEVELOPMENT	GOAL ACHIEVEMENT:
A minimum of one (1) is required: Community Integration Self-Determination Relationships Employment Retirement Community Contribution	Describe the person's individualized goal relating to the Goal Category selected in column one. Note: A person can have more than one goal relating to each Goal Category.	List highly individualized, integrated community activity(s) or opportunity(s) that will support achievement of the goal. List number of hours/week.	Describe how the activity(s) or opportunity(s) in the previous column will help the person develop, improve or maintain specific skills for community participation.	List measurable outcomes that are expected and will indicate the goal has been achieved.

‣ <u>Every</u> activity on the calendar should be listed in the IDS Service Goals section – every activity should be tied back to at least one IDS Service Goal

Calendar Instructions

▸ The months that this quarter of service will cover (note there is one calendar page for each month of the quarter)

▸ Hours the service will be provided on each date

▸ Service start location and service end location (these locations are where the DSP will meet and drop off the person each day)

  ◦ If the service start or service end location is not the person's home, note how transportation from home to service start location and from service end location to home will be handled, including the time of pick-up from home or drop-off at home that will occur on each service day, if applicable

▸ For each date the service will be provided, list the location(s) and type of activity(s) that has been pre-planned. These locations/activities should correlate with the "Activities/Opportunities" column in the Service Goals section above.

▸ For each Activity or Opportunity listed, note if another person receiving IDS services will be paired with the person and if yes, only note his/her initials to protect confidentiality.

Evaluating Calendar of Activities

Time	Activity
9:00	Meet M. at Largo Town Center Metro Station
9-10	Assist M. to travel on MTM to MLK Memorial Library
10-10:30	MLK Library 901 G Street, NW
10:30-11	Walk to Gallery Place China Town Station
11-11:30	Lunch at McDonalds near Gallery Place China Town Station
11:30-12	Assist M. to travel on MTM to Dragon Gate Center
12-12:30	Dance Class at Dragon Gate 1234 Quincy Street, NE
12:30-1	Walk with M. to Brooklyn Metro Station
1-2:00	Assist M. to travel on MTM to Largo Town Center
2-2:30	Purchase snack/beverage from Largo Town Center
2:30-3	M. picked-up from Largo Town Center

Skill Development

- Every activity offers skill development opportunities

GOAL CATEGORY	GOAL STATEMENT	ACTIVITIES AND OPPORTUNITIES	SKILL DEVELOPMENT	GOAL ACHIEVEMENT:
A minimum of one (1) is required: Community Integration Self–Determination Relationships Employment Retirement Community Contribution	Describe the person's individualized goal relating to the Goal Category selected in column one. Note: A person can have more than one goal relating to each Goal Category.	List highly individualized, integrated community activity(s) or opportunity(s) that will support achievement of the goal. List number of hours/week.	Describe how the activity(s) or opportunity(s) in the previous column will help the person develop, improve or maintain specific skills for community participation.	List measurable outcomes that are expected and will indicate the goal has been achieved.

- Identify various skills that can be learned, developed and practiced <u>simply by participating</u> in IDS activities (Learn by Doing)

Goal Achievement

▸ What will be happening that shows the IDS service goal was achieved?

GOAL CATEGORY	GOAL STATEMENT	ACTIVITIES AND OPPORTUNITIES	SKILL DEVELOPMENT	GOAL ACHIEVEMENT:
A minimum of one (1) is required: Community Integration Self–Determination Relationships Employment Retirement Community Contribution	Describe the person's individualized goal relating to the Goal Category selected in column one. Note: A person can have more than one goal relating to each Goal Category.	List highly individualized, integrated community activity(s) or opportunity(s) that will support achievement of the goal. List number of hours/week.	Describe how the activity(s) or opportunity(s) in the previous column will help the person develop, improve or maintain specific skills for community participation.	List measurable outcomes that are expected and will indicate the goal has been achieved.

▸ Use future tense: "The person will…"
  • Active treatment and data collection not appropriate for waiver (IDS)

Skills Can Be Gained In Many Ways

IDS providers help people learn/gain skills by:

- Giving them opportunities to participate (Learn by Doing)

- Giving them specific instruction (Teaching)

- Modeling and encouraging imitation

- Connecting person to community members, organizations, places that teach/instruct
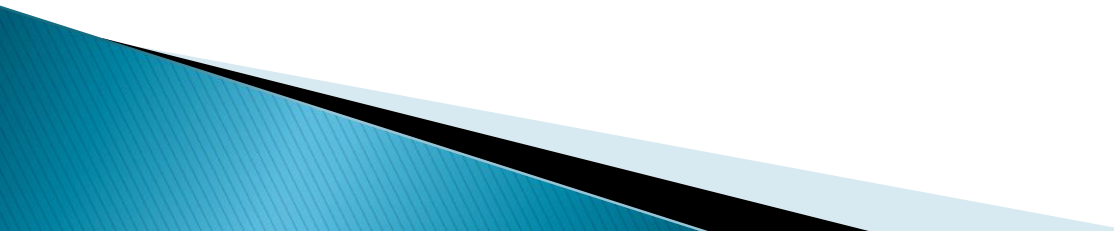
Skill Development Goals

- This section addresses skills IDS staff will be specifically <u>teaching and modelling</u>

SKILL DEVELOPMENT GOALS	TEACHING OBJECTIVES AND TIMELINE	TEACHING STRATEGIES	HOW SUCCESS WILL BE MEASURED

- Teaching Strategies: Do not overlook opportunity to connect person to community members, organizations, places that teach/instruct/help people learn specific skills
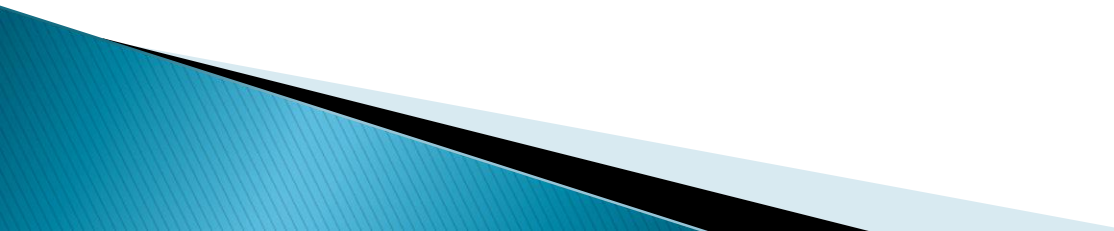
Example: Melissa (23 yrs. old)

- ISP Goal: Career exploration through IDS to identify art-related employment opportunity

- IDS Service Goal Area: Employment

- IDS Service Goal: Explore starting Etsy shop as independent art business

- Skill Development Goal: Learn how to research and create a business plan

- Best Strategy? TEACH   MODEL   CONNECT

Skills Are A Means To An End

- Why does <u>the person</u> want to have the skill that you are helping them learn?

- How will the person use the skill, once it is learned? (Be specific…)

- How will the skill support the person's goals for:
  - Community involvement/participation
  - Community contribution
  - Building/sustaining relationships with natural supports
  - Pursuing employment or maintaining employment
  - Meaningful retirement lifestyle
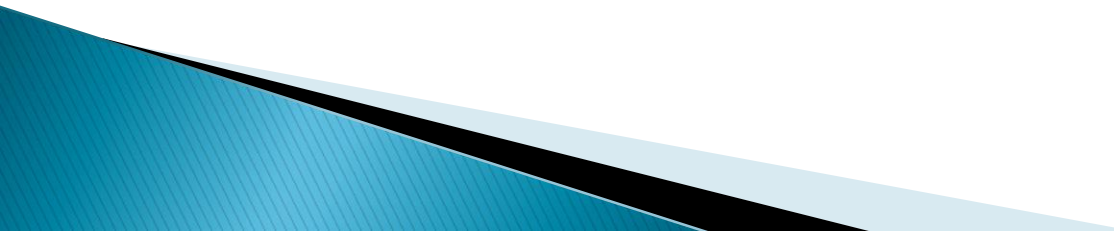 - Being in charge of his/her life (self-determination)

Signature Page

- Provider Staff (can be more than one involved)

- Signature of person receiving IDS service

- Attach Positive Personal Profile

- Date this OCIP sent via email to DDA Service Coordinator

Involving Primary DSP in Writing and Updating OCIPs

- Currently required in rule (1925.9)

"Each DSP providing IDS shall…assist with the development of the community integration plan to implement IDS services."

- Many sample OCIPs do not list primary DSP as person who wrote the OCIP.

What's Next

- Service Coordinators, PRMU staff and PCR staff will be trained on how to evaluate OCIPs

- Incomplete OCIPs will not be accepted

- SC's will be asking questions if OCIPs not consistent with what we've discussed today

- Rule changes will reflect these expectations and process for IDS we are using

Strategies for Supporting IDS Providers in Developing OCIPs

- Feedback on review of sample you submitted will be provided this month

- Some providers will be asked to contribute to development of best practice OCIP examples

- What would be helpful to your organization to ensure your OCIPs meet the standards we've discussed today?