Evaluating IDS On-Going Community Integration Plans

Training for Service Coordinators and PRMU Staff

September, 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)
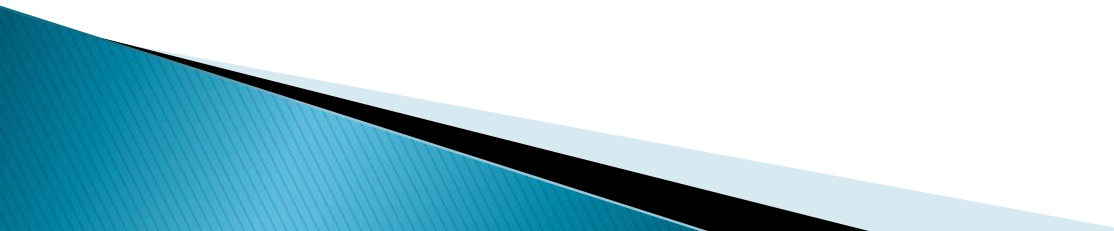
Individualized Day Supports

- 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"

IDS Community Integration Plans

Two types

- Initial Community Integration Plans (ICIPs)
  - Covers first 30 days of service

- On-Going Community Integration Plans (OCIPs)
  - Quarterly plan covering service after first 30 days
  - Updated no less than quarterly or whenever a significant change in is being made for a person

ICIP and OCIP Templates

▸ Fillable Forms have been created

▸ IDS providers understand use of these forms is required – no other forms or formats are permitted.

▸ Revised rules (pending) will detail expectations more fully

Evaluating On-Going CIPs

▸ Did the provider use the correct template?

Send back for correction if:
◦ The provider used a template but the wrong one
◦ The provider didn't use a template at all

▸ Encourage use of the fillable PDF version of the template?

▸ Is the template completely filled out?
◦ Send back for completion if not completely filled out

Evaluating On-Going CIPs

- Clear reason for each place in community that person will be going to and each activity the person will be participating in
  - Where are people going?
  - What are they doing when they get there?
  - Who are they interacting with, other than the DSP

- Ensure IDS service goals are developed, in addition to skill goals?

- Skill goals –What is reason <u>person</u> wants to learn/master the skill? How does <u>person</u> want to use the skill once it is learned/mastered?

- Evaluate time spent in transportation

On-Going Community Integration Plans

ISP Community Integration Goals & Positive Personal Profile Information	IDS Service Goals	IDS Calendar of Activities
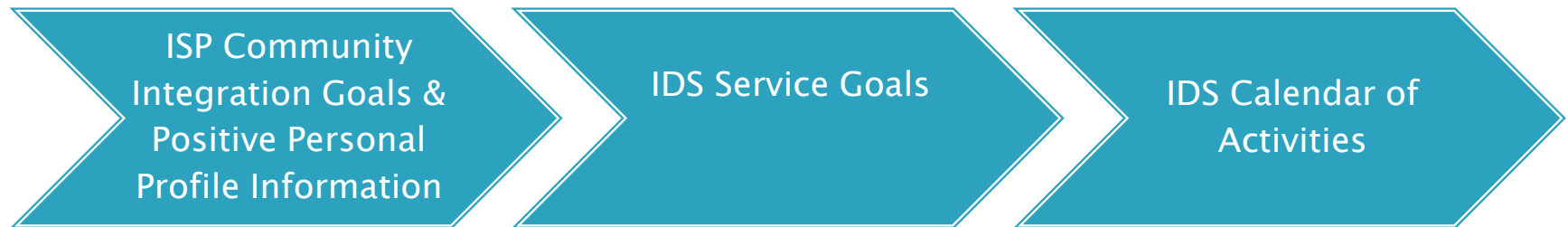
Service Goal Areas:
Community Integration
Self-Determination
Relationships
Employment
Retirement
Community
Contribution

Skill Development Goals to support independence in IDS activities of choice.

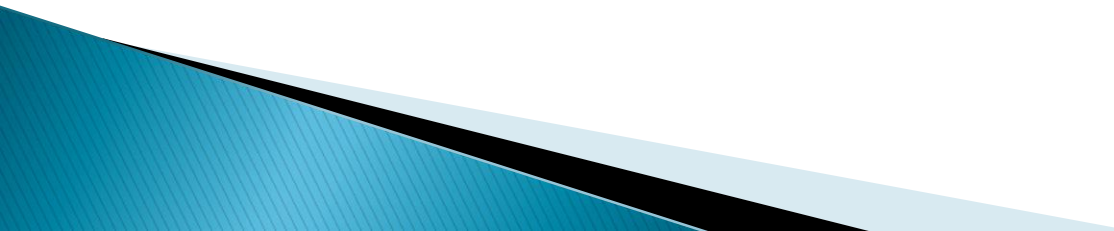Includes learning to use public transportation.

Technical Assistance Available to IDS Providers

- 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 (once well-trained on OCIPs)

Ensure Effective Date Correct
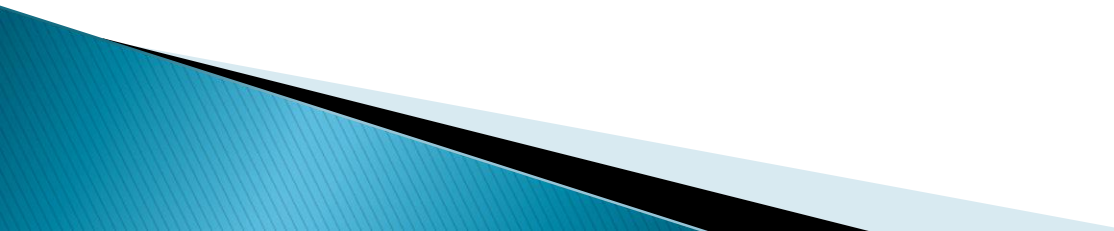
- **Effective Date of First OCIP**

  ◦ 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
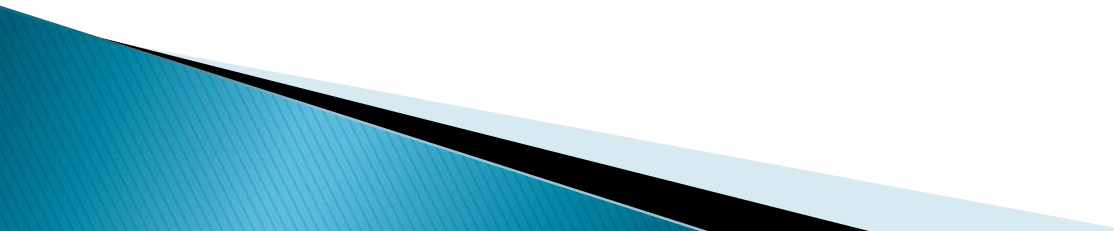
Ensure Effective Date Correct

▶ **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.

Ensure ISP Community Integrations Goals are Filled In

- 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
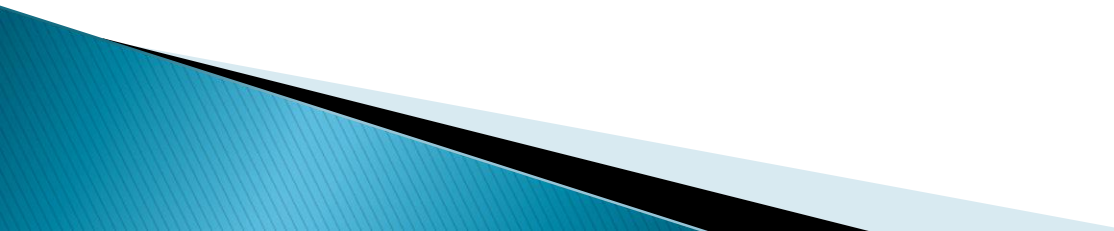
Positive Personal Profile

- Always ensure it is attached

- Even if attached as appendix, review it before reviewing the OCIP

- 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

Confirm DSPs are listed in OCIP

▸ **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

Confirm Emergency Back-Up Plan Included in OCIP

▶ **Emergency Back-Up Plan**

◦ 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 (Template will be modified to ensure this is also addressed.)

IDS Service Goals

▸ Ensure OCIP includes 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.

▸ Every activity on the calendar should be listed in column 3 and associated with an IDS service goal

IDS Service Goals

- Service Goals should make sense given ISP Community Integration Goals and Information on Positive Personal Profile

| GOAL CATEGORY	GOAL STATEMENT	ACTIVITIES AND OPPORTUNITIES	SKILL DEVELOPMENT	GOAL ACHIEVEMENT:
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- Activities should support the service goals.

IDS Service Goals

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

- The higher the service hours authorized, the more service goals should be expected

Exercise

John Smith
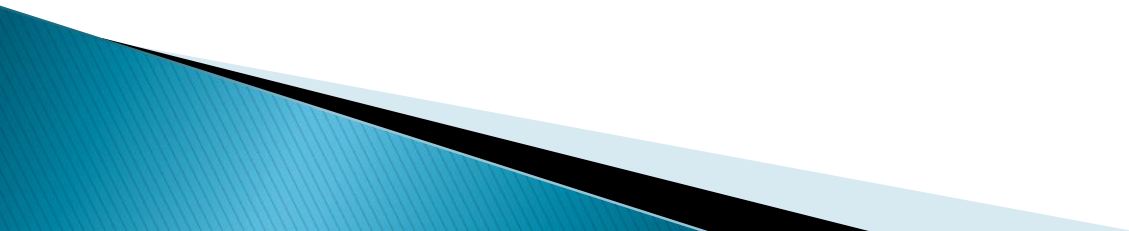
IDS Service Goals Are Not Skill Goals

▸ 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 – <u>skill goals are separately addressed on the OCIP</u>

Calendar of Activities

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▸ <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 of Activities

- Three months should be covered (the template includes one calendar page for each month of the quarter)

- The hours the service will be provided on each date should be clear

- The service start location and service end location (where the DSP will meet the person at the beginning of the day and drop off the person at the end of the day) should be clear

  ◦ If the service start or service end location <u>is not</u> the person's home, the calendar should 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, the calendar should 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.

- For each Activity or Opportunity listed, the calendar should note if another person receiving IDS services will be paired with the person and if yes, that person's initials should be noted on the calendar.

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

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- This section should identify various skills that can be learned, developed and practiced simply by participating in IDS activities listed.
                    (Learn by Doing)

Goal Achievement

▸ Did the provider clearly describe what will be happening that shows the IDS service goal was achieved?

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▸ Should 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
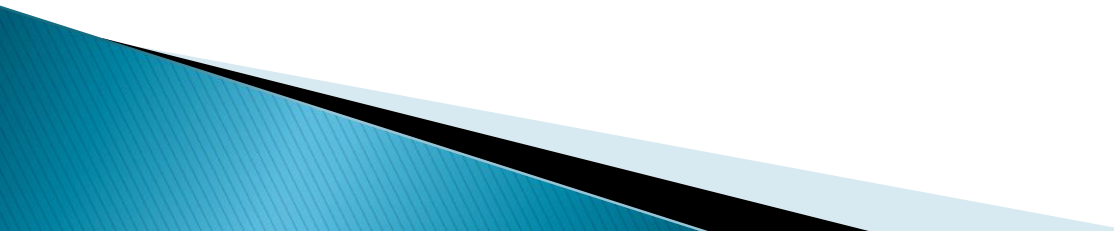
Skill Development Goals

- 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 the IDS provider is helping them learn?

- How will the person use the skill, once it is learned?

- 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
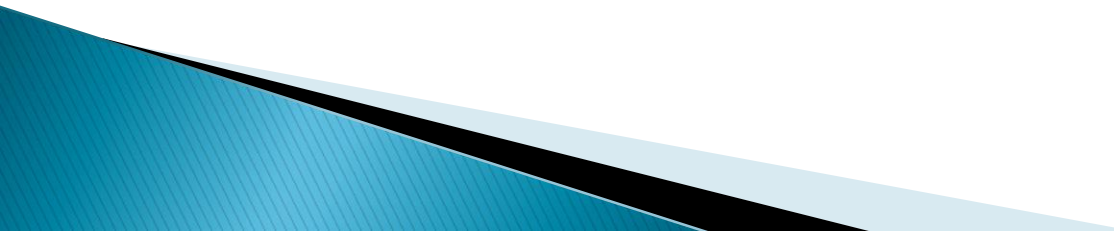 - Being in charge of his/her life (self-determination)

Signature Page – Return to IDS Provider if Incomplete

- Provider Staff (can be more than one involved)
  - <u>Return</u> if no indication Primary DSP was involved in writing the OCIP

- Ensure signature of person receiving IDS service is on the OCIP

- Ensure Positive Personal Profile is attached

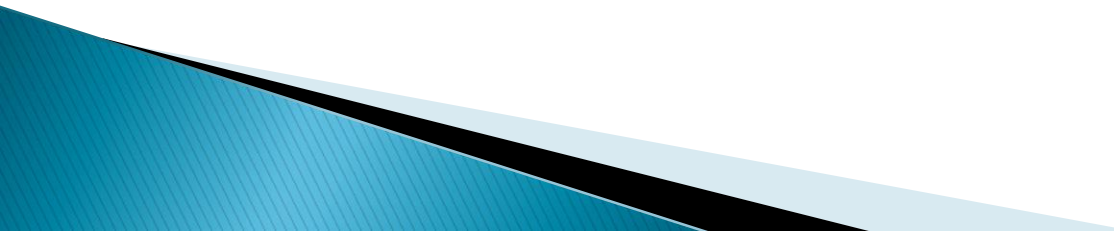- Ensure date the OCIP sent via email to DDA Service Coordinator is on this page and accurate

Involving Primary DSP in Writing and Updating OCIPs
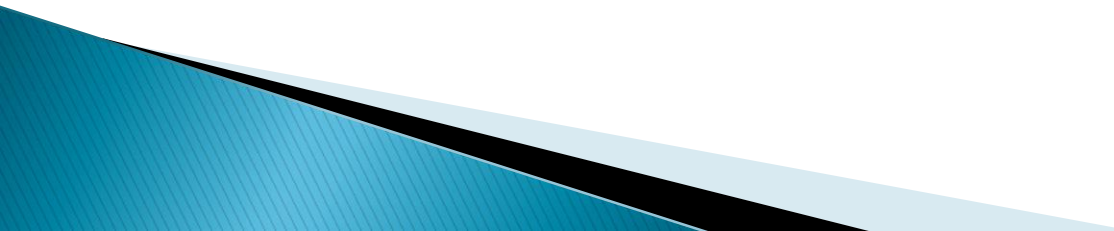
- Currently required in rule (1925.9)

"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.

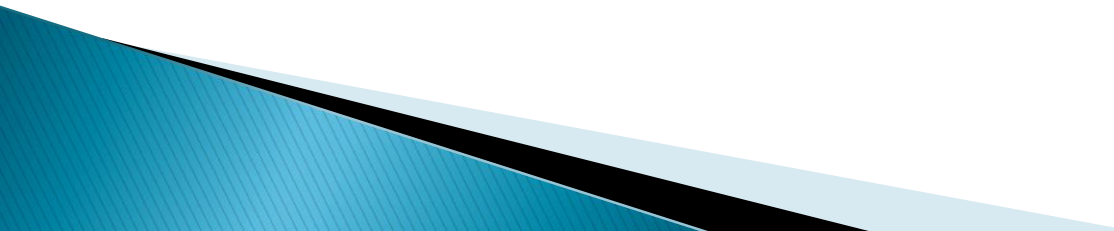# Your Role

▶ You need to review OCIPs using guidance provided today

▶ Incomplete OCIPs should not be accepted

▶ You should be asking questions/expressing concerns to IDS providers if OCIPs not consistent with what we've discussed today

▶ Rule changes will reflect these expectations and the process for IDS that has been developed

Strategies for Supporting IDS Providers in Developing OCIPs

- Feedback on samples they submitted will be provided this month

- Best practice OCIP examples will be posted on IDS webpage by end of this month

- Additional training and TA will be provided as needed.

Other Ways to Evaluate IDS Service

- Interview person, home-based supporters

- IDS Quarterly Reports
  ◦ Required template exists

- Daily progress notes

- Spend some time joining person during IDS

Questions?

Discussion?

Concerns?

Suggestions?