

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 8.25

ISP DEVELOPMENT

Purpose:

In order that the Trumbull County Board of Developmental Disabilities may ensure compliance with (OAC 5123:4-02), the following procedures will be adhered to regarding ISP development.

Procedure:

The Individual Service Plan (ISP), which is a written description of services, supports, and activities to be provided to an individual shall be developed by the individual with the assistance of the identified Service and Support Administrator (SSA), who will be the primary point of coordination, as well as other persons of the individual's choosing which may include, but is not limited to: family members, friends, and advocates. The SSA will comply with all components of the decision-making responsibility identified in OAC 5123-4-02 (C).

In accordance with OAC 5123-4-02 (F), with active participation of the individual and members of the team, the SSA will initially, and every 12 months thereafter:

- Coordinate the assessment of the individual by both formal and informal assessments. The Ohio Department of Developmental Disabilities' formal and informal assessments shall be used.
- Utilize person-centered planning to develop, review, and revise the OISP.
- Establish a recommendation for and obtain approval of the budget for services based on the individual's assessed needs and preferred ways of meeting those needs.
- Through objective facilitation, assist the individual in choosing providers; secure commitments from providers to support the individual in achievement of his or her the individual's desired outcomes; maintain contact with the individual and team members, as necessary.
- Facilitate effective communication and coordination among the individual and members of the team by ensuring that the individual and each member of the team has a copy of the current individual service plan at least fifteen calendar days in advance of implementation.
- Provide ongoing individual service plan coordination.
- Review and revise the plan at least every 12 months, or more frequently as needed.

The services and supports described in the ISP shall not be provided without the individual's consent or the consent of the parent(s), custodian, or guardian as applicable. Consent shall be in writing, or via electronic signature on the OISP, and may be withdrawn with appropriate notice.

Trumbull County Board representative will provide the individual, parent, custodian, or guardian notice of their Due Process rights whenever there is an approval, reduction, denial, or termination of a medicaid funded HCBS.

Trumbull County Board representative will provide the Complaint or Appeal of Adverse Action Explanation form to an individual, parent, custodian, or guardian to inform them of their right to file a complaint or appeal if they are dissatisfied with a non-Medicaid program, service, policy, or practice of the Trumbull County Board of DD; or when a non-Medicaid program is denied or taken away.

The Ohio Individual Service Plan (OISP) is a statewide service plan. This single assessment and plan are used with all people who receive developmental disability services. This is a web-based platform created and maintained by the Ohio Department of Developmental Disabilities. All ISPs are to be completed on the Ohio Individual Service Plan (OISP) as of June 30, 2024.

The Trumbull County Board and the provider shall attempt to resolve disputes which may arise when consent is refused or withdrawn, by making reasonable accommodations to provide the individual with alternative services/activities.

For contracts developed between Trumbull County Board of DD and a provider, the ISP shall indicate the specified period the contracted services and supports will remain in place. The provider shall have the opportunity for input into the development or revision of the ISP when the provider is under contract with the County Board for services to that individual.


Board President


Superintendent

Adopted: 10/27/97
Updated: 7/24/2012
Revised: 7/22/2024

References:
OAC 5123-4-02