

DBHDS
DIVISION OF DEVELOPMENTAL SERVICES
COMMUNITY BULLETIN # 11
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This continues the series of communications from the Division of Developmental Services (DDS) aimed at keeping ID/DD Waiver and Targeted Case Management providers (CSBs and private providers) informed regarding new initiatives and in compliance with established requirements.

The Virginia Informed Choice form (Parts A and B)

We are pleased to announce that several existing forms used in the Intellectual Disability (ID), Individual and Family Developmental Disability (DD) and the Day Support (DS) Waivers are being combined to support consistency across the state in assuring that individuals and families are making informed choices about services, settings and providers. The DMAS-460 (Virginia Home and Community Based Waiver Choice of Providers form) used in the ID Waiver, the DMAS 459A (Individual Choice of Providers form) in the DD Waiver, the Regional Support Team Notification (rev. 2/22/13) and the Regional Support Team Referral (rev. 2/25/14) have been combined. The Virginia Informed Choice (DMAS-460/459A) and the Regional Support Team Referral (DMAS-460/459B, rev.7/1/15) are available on the website at the following link by selecting the Regional Support Teams tab: <http://www.dbhds.virginia.gov/professionals-and-service-providers/developmental-disability-services-for-providers/provider-development> These forms should be used immediately.

The times in which these forms and documentation are required have not changed. Part A of the Virginia Informed Choice is used at the same times as the previous ID, DD, DS Waiver versions:

- when an individual enrolls into the Waiver,
- with any request for a change in provider(s) or services,
- if the individual wants to move to a new location or is dissatisfied with the current provider, and
- when making a referral to the Regional Support Team, including for individuals living in the Training Centers.

Notification that a Regional Support Team (RST) referral is being made is also provided to the individual or representative and documented on the form that is signed by the individual and/or representative and support coordinator/case manager (SC/CM).

Part A was developed in large measure to assist ID and DD SCs/CMs in assuring and documenting that individuals and their representatives are fully informed about all the options and opportunities available to them under the Waivers before making their final selection of services and providers. The questions on the form guide the conversation about settings, providers and services and assure resources and activities, such as tours, interviews with providers and talking to other experienced individuals and families, is made available to them.

Part B is used only in those instances when a referral to the Regional Support Team is made, provides the reason for referral and information about obstacles preventing services in the most integrated setting of choice. The RST Referral is submitted along with the Informed Choice Form by secure methods to the Community Resource Consultant regarding individuals with ID in the community, the DD Analyst regarding individuals with DD or to the Community Integration Manager for people living in the Training Centers.

Guidance for using Parts A and B and a listing of resources available to SCs/CMs for discussing options and supporting informed choice can also be found at the same link.

New Person-Centered Individual Support Plan Resources

A revised **Plan for Supports Review Letter** (6-3-15) is available to assist support coordinators/case managers in their Plan for Support reviews and communicating with providers regarding missing elements needed prior to approval for prior authorization by DBHDS.

The **PC ISP Questions and Answers** (7-1-15) is a compilation of all the questions and answers gathered during the regional Train the Trainer PC ISP rollout sessions. The more than 50 questions are organized according to the five parts of the Individual Support Plan to make it easier to find what you need.

The **PC Outcome Planning Worksheet** (6-4-15) has also been revised to match the new elements of the PC ISP. Teams may use this worksheet as an option to assist with outcome development and to guide and record support activity discussions during planning meetings.

The **Safety Restrictions** (7-1-15) section of the ISP is available to assist providers with meeting the new HCBS rule and the Human Rights Regulations that relate to ***restrictions on the freedoms of everyday life*** as described in 12VAC35-115-100. There is now an accompanying instructional page that explains its use when there is a restriction on everyday activities due to risk to the individual's health and safety. Once completed, this section informs the person about the risk, the proposed restriction, it's relation to the person's PC ISP, and how the risk was identified and will be addressed. This is discussed and negotiated with the individual and decision-maker, and requires prior consent to the use of the restriction. This form is **not** completed for the use of restraints, to include protective devices (i.e. helmets/gait belts). Restraints are defined in {12VAC-115-110} of the Human Rights Policy.

The new **PC ISP Self-Assessment** (7-1-15) will help providers and support coordinators/case managers review ISPs and understand how and where the elements of the ISP meet the expectations in the CMS HCBS Rule, the DOJ Settlement Agreement and recommendations of the Independent Reviewer, Licensing, Human Rights and Waiver Regulations. It includes both a checklist of elements, an accompanying guide of where to find where this element is required and an instructional page with links to all resources.

All PC ISP resources can be found on the website at the following link and selecting the "Person-Centered Planning" tab: <http://www.dbhds.virginia.gov/professionals-and-service-providers/developmental-disability-services-for-providers/provider-development>.