ISP Attachment Instructions

This attachment is required beginning July 1, 2016 at the time of ISP development for a new person entering services, and upon renewal of existing ISPs with a September ISP date. This is a bridge document until the requirements are included within the final revised ISP planned for release on January 1, 2017. The Services Coordinator or Personal Agent is responsible for the completion of this attachment. Once this attachment is complete, attach it to the current ISP.

# Confirming choices offered to the person

Providing options should always happen in a way that respects the person’s privacy and values and is sensitive to the person’s level of comfort with being offered choices. For example, this can mean ensuring that the person is provided information in a language they prefer, at a time and place that is comfortable and safe for the person.

People should be respected for the choices they make today, while still being provided with opportunities to make new choices in the future. The Services Coordinator or Personal Agent should use professional judgment for when and how choices are offered, while ensuring minimum requirements are met.

## Did the SC/PA share options about settings where the person can live and receive supports?

This question asks if the Services Coordinator or Personal Agent provided the person with information about the options available for where the person can live and receive supports. Options may include In-Home, 24-Hour Residential Group Home, Foster Care, Supported Living, or SACU. The options must include non-disability specific options, such as in his/her own home, family home, or living with friends in a rented location. If the person chooses a residential setting, the option for a private unit must be offered.

Answer Yes or No by clicking on the drop down and choosing a selection.

If the answer to this question is No, describe the reason why in case management progress notes.

## Did the SC/PA share options about available case management providers?

This question asks the Services Coordinator or Personal Agent if they provided Choice Advising to the person. Available options may include case management provided through the local Community Developmental Disability Program (CDDP), Brokerage, or CIIS.

Answer Yes or No by clicking on the drop down and choosing a selection.

If the answer to this question is No, describe the reason why in case management progress notes.

## Did the SC/PA share options about available providers to deliver chosen services?

This question asks the Services Coordinator or Personal Agent if they offered the person choices for who will deliver their chosen services. Examples of Chosen Services are Attendant Care, Transportation, and Job Coaching. Depending on the provider capacity in an area, this may include offering multiple types of providers such as Provider Organization, Personal Support Worker (PSW), or general business contactor. It may also include offering available options for several different providers within a provider type. For example, the person could be given information for accessing the Home Care Commission Registry where they can choose from multiple PSWs depending on the capacity in a local area.

Answer Yes or No by clicking on the drop down and choosing a selection.

If the answer to this question is No, describe the reason why in case management progress notes.

## If the person selected an employment or day service in a setting that is [provider-controlled](http://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCBS/Documents/Provider-Owned%2C%20Controlled%20or%20Operated.pdf)[[1]](#footnote-1) or facility-based, non-disability specific and community-based alternatives must also be discussed.

For example, if the person selected facility-based employment path or day services, consider community-based options such as touring local businesses, volunteering, Employment Path Community services, Vocational Rehabilitation referral & job development, Discovery services, workforce career center, internship or other time-limited work experience in the general workforce and how these setting options might support the person toward his/her employment goals.

Describe the options discussed in the text box provided or note where this information can be found elsewhere in the ISP, such as in a desired outcome or in the Person Centered Information.

If the person has not selected an employment or day service in a setting that is provider-controlled or facility-based, enter N/A in the text box provided.

# Career Development Plan (CDP) addendum

Instructions for completing the Career Development Plan addendum portion of this ISP attachment as well as other Employment resources can be found here: [www.OregonISP.org/cdp](http://www.OregonISP.org/cdp).

1. **Provider-controlled settings:** A residential setting is provider owned, controlled or operated when (1) a condition of living in the setting is that you receive services from the provider who owns, controls, or operates the site; (2) and typically, the setting is licensed or certified by a State or County program. Definition taken from: [http://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCBS/Documents/Provider-Owned,%20Controlled%20or%20Operated.pdf](http://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCBS/Documents/Provider-Owned%2C%20Controlled%20or%20Operated.pdf) on 5/5/16. [↑](#footnote-ref-1)