

Intro to the new  
▶ **Oregon ISP form**  
*and Q & A*

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## Topics today

- ▶ What about the **ONA Risk Report?**
- ▶ New ISP form
  - ▶ For optional release
  - ▶ What will change?
- ▶ **Translated ISP forms**
- ▶ **Demonstration: Import from last year's ISP**
- ▶ Questions

Tips for SC/PAs with access to Adobe Acrobat DC

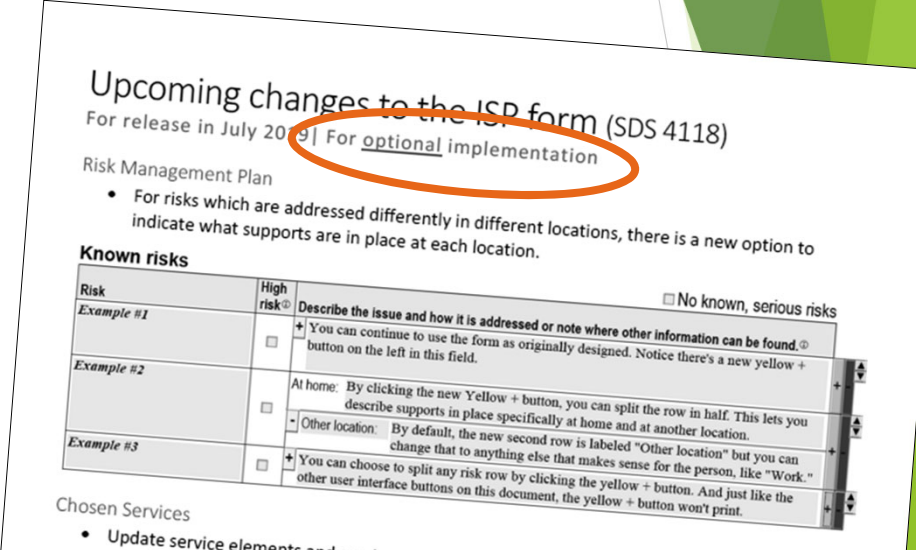


# What about the ONA Risk Report?

Release is delayed in order to gather more input

# Intro to the new ISP form

Handouts available!



Upcoming changes to the ISP form (SDS 4118)  
For release in July 2019 | For optional implementation

Risk Management Plan

- For risks which are addressed differently in different locations, there is a new option to indicate what supports are in place at each location.

Risk	High risk	Describe the issue and how it is addressed or note where other information can be found.
Example #1	<input type="checkbox"/>	+ You can continue to use the form as originally designed. Notice there's a new yellow + button on the left in this field.
Example #2	<input type="checkbox"/>	At home: By clicking the new Yellow + button, you can split the row in half. This lets you describe supports in place specifically at home and at another location. - Other location: By default, the new second row is labeled "Other location" but you can change that to anything else that makes sense for the person, like "Work."
Example #3	<input type="checkbox"/>	+ You can choose to split any risk row by clicking the yellow + button. And just like the other user interface buttons on this document, the yellow + button won't print.

Chosen Services

- Update service elements and service codes to latest...

### Risk Management Plan

- For risks which are addressed differently in different locations, there is a new option to indicate what supports are in place at each location.

#### Known risks

No known, serious risks

Risk	High risk <sup>Ⓢ</sup>	Describe the issue and how it is addressed or note where other information can be found. <sup>Ⓢ</sup>
<i>Example #1</i>	<input type="checkbox"/>	<b>+</b> You can continue to use the form as originally designed. Notice there's a new yellow + button on the left in this field.
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<i>Example #3</i>	<input type="checkbox"/>	<b>+</b> You can choose to split any risk row by clicking the yellow + button. And just like the other user interface buttons on this document, the yellow + button won't print.

### Chosen Services

- Updated service elements and service codes to latest from eXPRS. *If it's currently valid in eXPRS, it is now included!*
- Corrected the names of the following case management entities listed in the dropdown:
  - New Directions Northwest / Baker County*
  - Symmetry Care / Harney County*
- Under frequency of case management contact, dropdown choice of 'Quarterly' has been changed to 'Every three months.'

#### Chosen case management services

Chosen case management provider: CDDP - Baker County - New Directions Northwest

Authorized dates:  Same as plan effective dates | Start date: | End date: |

Required frequency of case management contact: Every three months | Prime number: |

Case management will monitor the effectiveness of (Choose one) person's satisfaction and well-being, and progress toward identified desired outcomes throughout the | Monthly |

Other anticipated case management services during | Every three months |

| Other (describe below) |

Person's preference on how case management is provided:  
 Preferences might include but are not limited to: who contact should occur with (e.g. the person, mom, and guardian), the preferred method of

### Career Development Plan

- Allow Desired Employment Outcomes to appear in the plan even if a pre-determined option has not been chosen, related to Transition-age Youth. *The current version of the ISP won't allow Desired Employment Outcomes for Transition-age Youth unless specific options are chosen. This change gives greater flexibility to the SC/PA completing the plan with transition-age youth.*

### Other minor formatting fixes

- There are a handful of additional fields in the ISP which do not display or print all the text typed into them. These fields will be corrected to allow overflow text to display and print.

**Career Development Plan (CDP)**

Oregon is an "Employment First" state: Oregon believes with the right supports, everyone can work and there is a job for everyone. Everyone has the right to work in the community. See the ["Employment Discussion Guide"](#) for ideas about the employment conversation, which must occur at least annually.

Employment services are not tests people have to pass but resources people can choose. **To receive an employment service, a person must have a goal of at least exploring competitive integrated employment, also known as individual, integrated employment.**

Choose one:  Transition age  Working-age adults  No career development plan

**Transition planning (for transition-age youth)**

Highest education level completed to date:

Expected date of exit from school:

**The student (check all that apply):**

- Is attending school and wants to work now. *Develop employment outcomes*
- Is attending school and wants to maintain and advance in current job. *Develop employment outcomes*
- Is attending school and receiving employment supports elsewhere. *Develop employment outcomes*
- Has an IEP post-secondary goal with employment or training focus.
- Is attending school and not receiving any employment supports.
- Is currently receiving or requesting pre-employment transition planning services through Vocational Rehabilitation (VR)

Known/current barriers to working in an individualized, integrated job	How will barriers be addressed? Incorporate the strategies to address barriers in the "Desired employment outcomes" section. Provider(s) must create implementation strategies.
<input type="text"/>	<input type="text"/>

**Transition-age Youth:** if Desired employment outcomes are not required

**Desired employment outcomes**  Not applicable

Desired employment outcome: \_\_\_\_\_

What supports this outcome? {Choose one or type in} \_\_\_\_\_

Key step/goal	Who is responsible?	Timelines	Where to record progress	Additional implementation strategies expected?
1				
2				
3				

- Remove the desired employment outcome section (above)

+ Add another desired employment outcome section

## Translations

- ▶ Spanish
- ▶ Arabic
- ▶ Vietnamese
- ▶ Russian
- ▶ Korean
- ▶ Somali

Help text:  Show  Hide

Oregon Department of Human Services  
 OFFICE OF DEVELOPMENTAL DISABILITIES SERVICES

Nombre legal de la persona: \_\_\_\_\_ Nombre de preferencia: \_\_\_\_\_  
 Fechas de vigencia del plan: \_\_\_\_\_ - \_\_\_\_\_

Complete the "One page profile" section based on communicating directly with the person. If additional information is needed, include information from people who have direct knowledge of their perspective. For alternate templates and additional instructions, visit [www.OregonISP.org/1pp](http://www.OregonISP.org/1pp). If one or more separate "One page profiles" are created, be sure to attach a copy to the final ISP document.

"Perfil(es) de una página" adjunto a la portada del presente documento

Perfil de una página para: {Elija una ubicación o escribala} \_\_\_\_\_

Qué es lo que a las personas les gusta y admiran de esta persona:

Remove photo

Qué es importante para esta persona: \_\_\_\_\_  
 Cómo brindar el mejor apoyo para esta persona: \_\_\_\_\_

### Servicios del Plan K elegidos

Elemento del servicio: SE49 Comp In-Home for Adults		No se seleccionó ninguno	
Código del servicio: OR526-Attendant Care support/supervision			
Description of the person's chosen service in the person's preferred language / Descripción del servicio en el idioma de preferencia de esta:			
el cuidado de asistentes			
Cantidad de unidades:	Tipo de unidad: {Elija una opción}	Por (frecuencia):	
<input type="checkbox"/> Son las mismas que las fechas autorizadas: <input type="checkbox"/> fechas de vigencia del plan	Fecha de inicio:	Fecha de finalización:	
Tipos de proveedores elegidos y tarifas actuales ( <i>trabajador de apoyo personal [PSW, por sus siglas en inglés], proveedor independiente, organización de proveedores, negocio general, etc.</i> ):			
Mencione las necesidades identificadas por la evaluación de necesidades que este servicio abordará:			
Preferencias de la persona sobre la forma en que se brinda el servicio:			
- Remove this K plan service (above)			

Service codes display in English

Plan author describes the service in the person's preferred language



## Thank you to our reviewers!

- ▶ **Spanish**
  - ▶ Bathshua, Silvia & Cesar @ Multnomah CDDP
- ▶ **Vietnamese**
  - ▶ Lisa & Thuy @ Multnomah CDDP
- ▶ **Russian**
  - ▶ Lesana @ Clackamas CDDP
- ▶ **Arabic**
  - ▶ Rasha @ Beaverton APD Office
- ▶ **Somali**
  - ▶ Private party



## Timelines for release

- ▶ The new ISP forms will be available for download on Monday, July 1



[www.OregonISP.org](http://www.OregonISP.org)

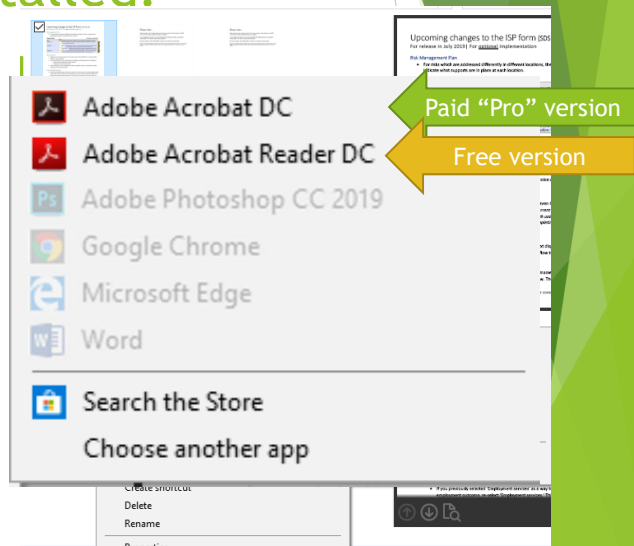
## Demonstration: Importing data from last year's ISP

Handout available

## How do you know which version(s) of Adobe you have installed?

1. Locate any PDF document saved on your hard drive.
2. Right-click on the PDF document and hover over “Open with >”
3. Your available applications will display in the pop-up.

*This is a snapshot from a computer running Windows, but Mac users can follow the same instructions.*



## Importing data from a previous version of the ISP

### Before you import data...

- ☞ The SC/PA who will be writing the new plan needs a licensed copy of Adobe Acrobat DC. Importing can only be done into the Pro version of the ISP. After data has been imported into the Pro form, the document can only be edited and saved using Adobe Acrobat DC.

### What are the basic steps to import data?

1. Open the previous year’s ISP and click the “Export” icon at the top of the first page.
2. Save the .xml data file on your computer in a place you can easily find it.
3. Open a blank, new, “Pro” version of the ISP form. (*Download from OregonISP.org after July 1.*)
4. Click the “Import” icon at the top of the first page.
5. Navigate to the folder where you saved the .xml data file for last year’s plan and click OK.
6. Carefully review every page of the ISP and follow the helpful tips noted below.

See  
Handout

For detailed export/import instructions, read FAQ #17 published here:  
<https://apps.state.or.us/Forms/Served/se4118f.docx>



### Tips when importing

The ISP form has sections of content that hide or reveal based on other selections made. In most cases, the import process reveals all the right sections of content. However, in some predictable places, data imports into the plan but it is hidden and needs to be revealed by the user.

Double-check the following sections after import is complete:

#### Desired employment outcomes

- If you previously selected 'Employment services' as a way to support a desired employment outcome, re-select 'Employment services.' This will make the employment services drop-down reappear on that desired outcome page.

#### Chosen Services

- If a service code line is missing, re-select the 'Service element' from the drop-down. You will then see the hidden service code.

#### Legal relationships

- Names may be incomplete or missing. Re-select each relationship type and make sure the right name and information appears.

#### Acknowledgements

- Notes may not import. You will need to review them for accuracy.

## Let's stay in touch!

► Ask ISP questions anytime at [OregonISP.org](http://OregonISP.org)

*Thanks for joining us!*