

# FOOTHILLS GATEWAY, INC.

## Service Plan Development and Implementation

### **POLICY:**

It is the policy of Foothills Gateway, Inc. to execute services according to provisions of the rules and regulations of the Division for Intellectual and Developmental Disabilities (DIDD).

### **PROCEDURE:**

Each person determined to have a developmental disability shall have a Service Plan (SP). This plan shall be developed jointly by the Case Manager; the person receiving services; the parents of a minor, guardian, or authorized representative; appropriate service and support staff, and others designated by the individual receiving services. This group hereafter will be referred to as the Interdisciplinary Team (IDT).

The purpose of the Service Plan (SP) is to:

- Identify the unique constellation of strengths, abilities, needs, desires, and choices of the person receiving or requesting services, prioritize them, and identify the necessary services and supports.
- Provide direction to various agencies serving the individual in developing Individual Service and Support Plans (ISSPs).
- Provide a consistent and systematic focus among all services in which the individual is involved.
- Provide a basis for monitoring and evaluating the services and specifying responsibility for the delivery of services.
- Provide documentation of the authorized services and supports funded by DIDD.
- Provide documentation of decisions made by the IDT including any suspension of rights.
- Serve as a document to identify those services and supports needed but not available.

#### **1. Assessment and Evaluation**

- Initially for any person determined to have a developmental disability and requesting services, a SP shall be developed within thirty (30) days of the date of such determination.
- The SP shall be based upon assessments, evaluation data and other information which identifies the strengths, abilities, and needs of the person.
- Formal assessments or evaluations shall be conducted as frequently as determined necessary by the IDT.
- Assessments or evaluations, for individuals in the Supported Living Services (SLS)/Children's Extensive Supports (CES) and DD waivers, will be submitted to Case Managers at least **3 days** prior to the SP meeting. Electronic submission for the Program Approved Service Agency (PASA) available by following the electronic paperwork submission process.

## 2. Written Notice and Rights

The person seeking or receiving services, the parents of a minor, guardian, and/or the authorized representative shall be invited to attend and participate in the development of the SP, and shall sign the SP.

- The Case Manager will send the person receiving services, the parents of a minor, guardian and/or authorized representative written notification of the date, time and location of the meeting at least 10 days prior to the meeting, in accordance with the rules and regulations of DIDD.
- The Case Manager shall convene the meeting at a time and place which allows for participation by the person receiving services, parents of a minor, guardian, and/or authorized representative.
- The Case Manager shall document efforts to involve the person receiving services, their parents, guardian, and/or authorized representative in the SP meeting. The Case Manager shall document any known reasons for non-attendance.
- The eligible and enrolled person in the DD, SLS and CES waivers may select the Program Approved Service Agency (PASA) by whom he/she would like to be served. This choice may be limited by:
  - 1) Available appropriations pursuant to CRS 27-10.5-101 as amended; and,
  - 2) The capacity of a specific PASA to meet the particular need of a person.
- As a part of the SP process, the Case Manager shall provide the person seeking or receiving services, parent of a minor, guardian, or authorized representative with a written and verbal summary of their rights and a description of how to exercise them, as well as the dispute resolution policy and procedure.

## 3. Interdisciplinary Team (IDT)

The SP shall be developed through the IDT process. The IDT shall be comprised, at a minimum of the number of interested individuals necessary to effectively carry out the purpose of the SP.

- The person receiving services shall be considered an IDT member and shall be encouraged to participate in the procedure to the maximum extent possible.
- The Case Manager will be considered a member of the IDT.
- The parents of the person receiving services, except if the person receiving services is an adult without a guardian and requests they not be included, shall be considered a member.
- The guardian of the person receiving services and/or authorized representative shall be considered a member.
- For persons working with a Program Approved Service Agency (PASA), a representative from those agencies shall be a member of the IDT.
- Additional participants in the IDT shall attend the invitation of the person receiving services, their parent of a minor, guardian, and/or authorized representative.

## 4. SP Development

The Case Manager assigned to the person seeking or receiving services shall develop the SP in accordance with the rules and regulations of Health Care Policy and Financing (HCPF). There are two variations of a SP. The variation required is dependent upon the needs of the individual.

- The first variation is required for those determined to have developmental disabilities and are anticipating the need for services. This variation shall include areas of need presented by the applicant for services and shall be sufficient to establish the person on a Waiting List for services. The duration of the SP shall not exceed one year.
- The second variation is required to be developed for each individual enrolled in a program service and shall include all items as defined by the DIDD/HCPF rules and regulations. The duration of the SP shall not exceed one year.

#### 5. SP Dissemination

The SP shall be disseminated as follows:

- A copy will be sent to the individual receiving services, parents of a minor, guardian, and/or authorized representative. If residing in the same home, one copy may be sent.
- A copy will be sent to each agency that provides services/supports to the person. This will be electronically distributed to PASAs.
- Copies of the complete SP document will be disseminated to those outlined above within 30 days of the SP meeting.
- The SP document shall be made a part of the person's master record at Foothills Gateway, Inc.

#### 6. Implementation of the SP

- The Case Manager assigned to the person receiving services shall monitor to ensure implementation of the SP, including facilitating admission for the individual into programs and services identified and assisting the person receiving services and supports as needed.
- Upon admission of the person into a program service and subsequent to each annual SP, the agency responsible for the program service will develop and implement ISSPs consistent with the SP within 30 days of admission.
- The responsible agency shall inform the Case Manager of the progress of the person receiving services in accordance with the rules and regulations of DIDD.
- The responsible agency shall respond to requests for information by the Case Manager within mutually agreed upon timeframes.

#### 7. SP Review

The SP shall remain in effect for a period not to exceed one year and may be reviewed and amended more frequently at the request of any member of the Interdisciplinary Team (IDT).

- If the SP needs to be amended, a SP revision or new SP must be developed with written notice as previously stipulated.