

Policy

As soon as practicable but no later than **January 1, 2007**, all waiver agencies must begin to use the revised Individual Service Plan form (DDE-445) and the companion document, the Individual Service Plan – Individual Outcomes (DDE-445a) or a locally developed, Bureau approved version of the form(s), as part of all new waiver applications. And, after January 1, 2007, as agencies complete annual recertifications throughout the year, the revised DDE-445 and the new DDE-445a or an approved local version must be used.

With the introduction of the new ISP form the long established requirements for the completion of the DDE-445, at application, recertification and update do not change. The primary change is that while agencies may continue to use locally designed ISP forms, these form(s) must be **prior approved** by the appropriate Bureau.

Implementation

Individual outcomes have typically been a part of the conversation between the participant and the care manager/support and service coordinator, in the assessment process. Individual outcomes have also been a part of the discussion in program monitoring (CIP II/COP-W). With the implementation of the revised DDE-445 and with the addition of new DDE-445a, a change in focus will occur as the participant's individual outcomes become more formally integrated into service plan development. As service plans are developed, local waiver agency staff will work with participants to identify and prioritize their individual outcomes and to put in place the waiver and non-waiver services that support the person in achieving those outcomes.

As agencies begin to use the DDE-445a, waiver agency staff should be identifying, prioritizing and documenting their participant's individual outcomes on the form at the time of application. While every individual outcome identified may not be directly associated with a service listed on the ISP, all of the participant's individual outcomes that are identified should be listed on the 445a. When an individual outcome does correspond to a provided service, it must be indicated on the corresponding service strip of the ISP. Thereafter, as individual service plans are updated, and at plan review and recertification, agency staff should be noting progress toward the individual outcomes listed on the 445a and identifying any outcomes that should be added to the plan.

This document announces the release of the revised ISP and the new DDE-445a. To assist in the transition to incorporating outcomes into care plan development, a Web-based training has been developed and will be available soon. In addition, outcomes training will be a focus of this year's Long Term Care Fall Conference. It is expected that there will be a period of transition as agencies move toward integrating individual outcomes into the plan development process. We recognize that this transition will take time. However, we believe that as agencies take advantage of the outcomes training provided and gain "on the job" experience, this transition will be successfully accomplished.

Attached to this memo are instructions to guide agency staff in the completion of both the DDE- 445 and the DDE-445a forms. As agencies begin to work with these new forms and in the process, begin to integrate individual outcomes into the service plan process it is expected that questions will arise. Waiver staff should direct their questions to their assigned quality assurance staff.

Local program staff working in the CIP II or COP-Waiver programs should contact TMG. For CIP 1A/1B and BIW programs, agency staff should contact the assigned CIS. For CLTS waivers, local agency staff should contact central office.

Agencies that decide to use locally developed ISP and Individual Outcomes forms should seek prior approval as follows:

- For CIP 1A/1B and BIW waivers, the agency should contact the DDSS central office staff.
- For CLTS waivers, the agency should contact their regional CSS.

- For CIP II/COP-W, the agency should contact the COP Section central office staff.
- For COR waiver (when that waiver becomes operational), the agency should contact central office staff

Action Required

Beginning January 1, 2007, the new DDE-445 and 445a or an approved local version must be used as new waiver applications and annual recertifications are completed. County agencies may begin to utilize the revised forms prior to January 1, 2007, at their discretion.

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Attachments:

- [Individual Service Plan \(DDE-445\)](#) (PDF, 75 KB)
- [DDE-445 Word Fillable version](#)
- [Individual Service Plan - Individual Outcomes \(DDE-445a\)](#) (PDF, 79 KB)
- [DDE-445a Word Fillable version](#)
- [DDE-445 Instructions](#) (PDF, 32 KB)

MEMO WEB SITE: http://dhfs.wisconsin.gov/dsl_info