

# Stark County Board of Developmental Disabilities

Policy 2.02 Individual Service Planning Process	Effective: 11/22/24
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## INDIVIDUAL SERVICE PLANNING

### POLICY

The service planning process shall be person-centered and provide a positive and supportive atmosphere in which the person served can work with their terchosen circle of support to develop and implement an Individual Service Plan (ISP) that focuses on the person's strengths, interests and talents and addresses the results of the assessment process and ensures health, safety and welfare.

With the active participation of the person served and members of the team, the service and support administrator will initially, and at least every twelve months thereafter, coordinate assessment of the persons needs for service. The assessment will include what is important to the person to promote satisfaction and achievement of desired outcomes, what is important for the person to maintain health and welfare, what are the known and likely risks for the person served, the person served's place on the path to community employment, and what are their skills and abilities.

Additionally, the assessment will identify supports that promote communication, advocacy and engagement, safety and security, social and spirituality, community living, and healthy living. The assessment and ISP will be updated as needed to ensure the most up-to-date information is provided and that services authorized reflect the assessed needs of the person. The ISP planning process will take into consideration the opportunity for the person served to choose the provider of their choosing, secure commitments from chosen providers, and assure providers are trained on authorized services.

SSAs will establish a recommendation for and obtain approval of the budget for services based on the person served's assessed needs and preferred ways of meeting those needs. Further, these services will be reviewed regularly to assure proper delivery of service and ongoing need of authorized service. ISPs will be developed or revised in a timely manner to assure that plans are distributed at least 15 days prior to implementation, unless the person served and provider agree a shorter time frame of distribution.

Historical Resolution Information		Reviewer(s): Director of Service & Support Administration Superintendent
Date	Resolution Number	
10/23/18	10-49-18	
10/26/21	10-38-21	
10/22/24	10-49-24	

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### PROCEDURE

This ISP is a written description of the services, supports, actions, outcomes, and support considerations to be provided to the individual. The intent of this process is to effectively bring together all needed and necessary resources to plan and carry out the service and support needs for each individual to help them reach their desired outcomes and ensure health and welfare.

1. The planning process shall assure that the person served and/or his/her chosen advocates/guardian are fully informed of the resources available to the individual and of all options available, including the advantages and limitations of each option, so that they have the information upon which to base decisions. The person served shall be given the opportunity to express his/her wants, needs and preferences in all life domains.
2. The planning process shall meet the standards as set by the latest edition of the Ohio Revised Code and all applicable state rules and regulations as specified by the Ohio Department of Developmental Disabilities (DODD); standards of compliance as identified by the Center for Medicaid and Medicare Services (CMS); and the Ohio Department of Job and Family Services (ODJFS).
3. A planning team shall be defined by and meet in accordance with Ohio Revised Code Section 5126.04, and with rules promulgated by the DODD, Ohio Administrative Code Chapters 5123 and 5126.
4. The ISP and assessment shall be delivered to all providers at least 15 days prior to the start of the span. In certain circumstances where this is not possible, the SSA will receive approval from the person served and/or guardian and the provider for this and will document in the ISP the approval and the reason the plan and assessment were not distributed 15 days prior to the span start date. Stark DD Board tracks the timeliness of ISP distribution and has an electronic ISP and assessment that are immediately available to all providers with electronic access as soon as the SSA finalizes the plan and/or assessment.
5. The assessment and ISP are considered a "packet," and should remain together. Providers serve individuals based on the ISP and assessment, funding authorization document, and what they know about the person.