



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: SERVICE PLANS POLICY 3.01

Authority: Individuals with Disabilities Education Act (IDEA), Part C
[RCW 71A.18.010, Individual service plans](#)
[RCW 71A.20.020, Residential habilitation centers](#)
[WAC 388-825-059, How will I know which paid services I will receive?](#)
[WAC 388-828-1100, Who receives the DDD assessment?](#)
[WAC 388-828-8000, What is the purpose of the ISP Module?](#)

PURPOSE

This policy specifies which service plans are required for different Division of Developmental Disabilities (DDD) services.

SCOPE

This policy applies to all DDD enrolled clients receiving paid services from DDD.

DEFINITIONS

Service Plan means any individualized written document required by regulations for access to DDD services. The documents for the service plan may include, but are not limited to, the different plans included in this policy.

POLICY

Prior to authorizing and paying for services, all clients receiving paid services from DDD must have a department approved service plan. The approved service plans are as follows:

- A. An **Individual Support Plan (ISP)** must be completed annually for:
 - 1. Clients enrolled in a DDD Home and Community Based Services (HCBS) waiver. The ISP must address all of the health and welfare needs identified in the Support Assessment;

2. Clients receiving Medicaid Personal Care (MPC) or Waiver Personal Care (WPC). The ISP must address the need for assistance with personal care tasks as identified in the Service Level Assessment;
 3. Clients receiving “State Only” services. The ISP must address the DDD paid services the client is approved to receive as identified in the Service Level Assessment;
 4. Clients receiving State Supplementary Payment (SSP) in lieu of a paid service;
 5. Clients residing in a community Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/ID);
 6. Clients approved to receive a DDD paid service;
 7. Clients receiving Private Duty Nursing (PDN) services;
 8. Clients receiving the Medically Intensive Children’s Program (MICP); and
 9. All other clients who receive a DDD paid service that is not listed above.
- B. An **Individual Habilitation Plan (IHP)** must be completed annually for clients residing at ICF/ID facilities. This includes ICF/ID facilities in the community and at the DDD Residential Habilitation Centers (RHCs).
- C. A **Care Plan** must be completed annually for clients residing at nursing facilities in the RHCs.
- D. An **Individualized Family Service Plan (IFSP)** must be completed annually for eligible children, birth-to-three, receiving Early Support for Infants and Toddlers (ESIT) services. The ESIT Family Resources Coordinator (FRC) will facilitate the development of the IFSP with the family and the child/family’s team.

EXCEPTIONS

Any exception to this policy must have the prior written approval of the Division Director.

SUPERSESSION

DDD Policy 3.01
Issued November 1, 2010

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Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: June 1, 2012