



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: SERVICE PLANS POLICY 3.01

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Authority: Individuals with Disabilities Education Act (IDEA), Part C  
RCW 71A.18.010, 71A.20.010  
WAC 388-825-050

**PURPOSE**

This policy specifies when the Division of Developmental Disabilities (DDD) service plans are required for DDD services and what service plans will be used.

**SCOPE**

This policy applies to all persons receiving paid services from DDD.

**POLICY**

All persons receiving paid services from DDD must have an assessment and service plan using department approved forms as follows:

1. Waiver enrollees must have an annual Plan of Care (POC), [DSHS 15-272, Individual Plan of Care.](#)
2. Persons receiving Medicaid Personal Care or Waiver Personal Care must have an annual CARE assessment.
3. Non-Waiver persons receiving state-only DDD services will have an individual service plan consistent with the service being provided using [DSHS 09-335D, Individual Service Plan.](#)
4. Persons residing at Intermediate Care Facilities for the Mentally Retarded (ICF/MR) must have an annual Individual Habilitation Plan. This includes

ICF/MR facilities in the community and at the DDD Residential Habilitation Centers (RHC).

5. Persons residing at nursing facilities at the RHCs must have an annual Plan of Care.
6. Eligible children, birth-to-three, receiving Infant Toddler Early Intervention Program (ITEIP) early intervention services will have evaluation, assessments and an Individualized Family Service Plan (IFSP). The Family Resources Coordinator (FRC) facilitates the development of the IFSP with the family and IFSP team.

### **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:

- A. Plan of Care (POC);
- B. [DSHS 09-335D, Individual Service Plan \(ISP\)](#);
- C. [DSHS 15-202, DDD Individual Service Agreement \(SA\)](#);
- D. Individual Habilitation Plan (IHP);
- E. Individualized Family Service Plan (IFSP); and
- F. Comprehensive Assessment Reporting Evaluation (CARE).

### **EXCEPTIONS**

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

### **SUPERSESSION**

DDD Policy 3.01  
Issued April 13, 2000

DDD Policy 3.01  
Issued August 5, 1998

DDD Policy 3.01  
Issued December 3, 1993

Policy Directive 504  
Issued December 11, 1990

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

Date: 11/30/2004