

Written Direct Support Instructions/ WDSIs

Purpose:

WDSIs are developed to guide DSP to follow therapist's recommendations during the individual's daily life routines so that they are more functional, participatory and/or independent.

Topics:

May include health, safety, ISP outcome related activities/routines, daily routines, specific communication related support.

WDSIs do not address support that is considered *skilled therapy*. Instead, they regard *non-skilled* instructions as would be included in a home therapy program.

Communication Dictionary and 24 Hour Communication System documents are WDSIs that are required for persons who are not functionally verbal.

Other topics that SLPs may consider include: Giving and Supporting Follow Through of One-Step Directions; Using a Visual Schedule; Creating Meaningful Messages for a Topic Using a SGD/VOCA; Supporting Game Playing; Supporting Interaction with Peers; Strategies to Help Get Information; Maintaining the [name of] Communication Device; Dictation to Create Text Documents; Using E-Mail, etc.

Training:

All WDSIs must be trained to DSP that are expected to implement the instructions they contain. The written WDSI should be used as the basis for such training.

Be sure that a training roster is signed and provided to the agency employing the staff that were trained within 7-days.

WDSIs may be carried over from year to year with edits as needed. All WDSIs should be reviewed, edited as needed and re-dated for the active ISP cycle.

Annual training of WDSIs is required.

Implementation:

WDSIs should be implemented by DSP according to training immediately following training.

Format:

Title:

Each WDSI shall have a distinct title that relates to the content of that WDSI, e.g., Following One-Step Directions, not a vague title, e.g., SLP WDSI.

Doc Header:

Each WDSI shall have the individual's name and the date of the current ISP cycle. If it is a newly created WDSI, also include the date that it was added, since it was not for the entire ISP-cycle.

Page Header:

Each page of a single WDSI shall have the title and the individual's name and page #.

Content:

WDSIs shall be developed with user-friendly language that is easily understood by those implementing the instructions. The use of bullet lists, diagrams and/or photos are good ways to share information in a WDSI.

It should contain an outline of instructions/strategies that are to be carried out by the DSP; the frequency or under what circumstances the strategies should be implemented; and the name and credentials of the author and contact information for the author.

Requirement for WDSIs:

Therapists are required to develop at least one WDSI within the first six months of receiving a therapy budget for ongoing intervention with an individual. Additional WDSIs shall be developed for all appropriate areas as needed and according to the DDW Therapy Documentation Form.

Timelines and Distribution:

Continued WDSIs are due to the Case Manager and agencies where the WDSIs are implemented 21-days prior to the effective date of the new ISP.

New WDSIs are due to the Case Manager when they become effective. WDSIs should be provided to agencies when they are trained to DSP or immediately before or after.

WDSIs may help to support the clinical request for the amount of units needed to implement a therapy plan and may be submitted with the prior authorization packet to the CM, if the therapists thinks they are needed to justify services. This is not a requirement.