

## SUMMARY OF PROVIDER ASSESSMENTS

WHO	WHAT	WHEN
Case Manager	<p>Meets with the individual and guardian to explain rights, review client complaint procedures and/or dispute resolution process, and obtain signatures on the Addendum A form.</p> <p>Review of the Supports Intensity Scale® (SIS) and DDW group assignment with the individual and guardian. The C.I.A. is distributed to the IDT.</p>	<p>Before the annual ISP.</p> <p>At least 14 days prior to the annual ISP meeting.</p>
IDT Members	<p>Submit draft individual-specific training requirements to the case manager (which will be finalized at the meeting with input from the entire team).</p>	<p>Before the annual ISP meeting.</p>
Behavior Support Consultant	<p>The first semi-annual report to the case manager and all other team members.</p> <p>The second semi-annual is integrated into the Positive Behavior Supports Assessment.</p>	<p>Due 190 calendar days after the effective ISP date.</p> <p>At least 14 days prior to the annual ISP meeting.</p>
Therapists (OT, PT, SLP)	<p>Annual Therapy Re-Evaluation</p> <p>Semi-Annual Therapy Progress Report</p> <p>Written Direct Support Instructions (WDSI)</p>	<p>At least 14 days prior to the annual ISP meeting.</p> <p>Due 190 calendar days after the effective ISP date.</p> <p>Three weeks prior to the new ISP effective date.</p>
Service Coordinators	<p>Sends Semi-Annual reports to the case manager and all other team members.</p> <p>For Respite, provide quarterly reports to the case manager, if this is the only service other than Case Management.</p>	<p>Up to 190 days after the effective ISP date and at least 14 days prior to the annual ISP.</p> <p>Quarterly based upon the effective ISP term.</p>
Nurse	<p>Completes the eCHAT, MAAT and ARST.</p> <p>Provides a Semi-Annual report to the IDT.</p> <p>Intensive Medical Living Services provides a quarterly report to the IDT. (Except for short-term stays)</p>	<p>45 to 14 days prior to the annual ISP.</p> <p>Up to 190 days after the effective ISP date and at least 14 days prior to the annual ISP.</p> <p>Quarterly based upon the effective ISP term.</p>