



Mississippi Department of Mental Health
Provider Bulletin
Number PR0068

Subject: IDD Providers Transitioning to the Plan of Services and Support

Issue Date: January 6, 2017

Effective Date: January 6, 2017

Scope

All DMH Certified Providers of IDD Community Support Program Services (1915i) and IDD Non-Waiver/ Non-CSP Services

Purpose

Inform all DMH Certified Providers of IDD Community Support Program Services (1915i) and IDD Non-Waiver/ Non-CSP Services of the guidelines and timelines for transitioning to the Plan of Services and Supports for individual receiving services.

Background

DMH certified providers of IDD Community Support Program Services (1915i) and IDD Non-Waiver/ Non-CSP Services should be transitioning from the previously used *Individual Support Plan (ISP)* to the *Plan of Services and Supports (PSS)* as individual planning documents are due for annual revision or new services are added. To support certified providers in meeting this requirement, DMH has developed guidelines and timelines to assist in the documentation transition.

Subject

IDD Community Support Program Providers (1915i)

For providers transitioning from the ISP to the PSS for individuals enrolled in the Community Support Program the provider must continue to use the previous planning document (Individual Service Plan, Plan of Care Outcomes or Activity Plan) to create the Activity Support Plan until the PSS is developed.

Providers must revise/review the Activity Support Plan following the PSS development within required timelines. Providers must complete annual paperwork when the Activity Support Plan is developed with the person to coincide with future PSS recertification and to make timelines consistent.

All Plans of Services and Supports for recertification for individuals enrolled in the IDD Community Support Program must be completed by October 1, 2017.

IDD Non-Waiver/ Non-CSP Service Providers

For providers transitioning from the ISP to the PSS for individuals enrolled in Non-Waiver/Non-CSP services, the PSS must be developed at the time of annual review/revision of previous ISP.

All Plans of Services and Supports for individuals enrolled in Non-Waiver/Non-CSP services should be completed during the next annual review of paperwork but no later than December 1, 2017.

For individuals receiving either Non-Waiver/Non-CSP services and Waiver Services or CSP Services, the PSS created by the Support Coordinator/Targeted Case Manager is to be used to develop the provider's Activity Support Plan. The Support Coordinator/Targeted Case Manager and the provider must work together to ensure the PSS is relevant to the non-Waiver/non-CSP services or if the PSS needs to be revised to include that service(s).

Providers must complete annual paperwork *and* the Activity Support Plan (which is developed with the person) within thirty (30) days of receipt of the PSS to coincide with future PSS annual recertifications and to make timelines consistent with receipt of the PSS. Some provider timelines for annual paperwork may exceed one (1) year while waiting for the PSS.

Available Training Documents of all IDD Providers

DMH has included the following training and informational documents on the DMH Website to assist DMH Certified Providers of IDD Services in developing the *Plan of Services and Support*, *Activity Support Plan* and *Service Note* documentation. These documents are available under the *Provider* tab on the *Provider Documents* page.

- [PSS, ASP and Service Note Training for IDD Providers](#)
- [IDD Plan of Services and Supports Example- Trey](#)
- [IDD Activity Support Plan Example- Alice](#)
- [IDD Service Note Example- Mary](#)

End of Provider Bulletin