Developmental Disabilities Community Services (DDCS)

Person-Centered Service Planning and Annual Assessment Meeting Notice

Date:

Name and Address

Representative's Name and Address

Dear: ,

Your annual assessment and person-centered service planning meeting is due within 60 days of the date of this letter. I will call you to schedule a time to meet, or you can call me. If you need an interpreter, let me know.

This is **your** planning meeting, so **you** get to make choices about how it goes. You get to choose when it will happen, where it will happen, who you want to include, and whether it happens in-person or virtually. If the assessment is not done in your home, I will still visit you in your home shortly before or after your assessment.

During your meeting, we will follow **your** lead to develop your plan:

- Please invite anyone you want to be part of your meeting, including people who know you best.
- I would like to hear about your goals and desires including services and supports you might want and will put them in your plan.
- I may need to call your service providers or others to ask for information about the supports they provide.

Please contact me if you have any questions or concerns.

I look forward to meeting with you.

Thank you,

_____

Case Manager's Name

_____

Telephone

_____

Email Address

Below are some resources that will help you prepare for your meeting:

- A person-centered planning tool: www.mylifeplan.guide
- Information on Supported Decision Making: https://informingfamilies.org/topic/sdm/
- Support Assessment resources: https://www.dshs.wa.gov/dda/consumers-and-families/dda-assessment

How to report abuse and neglect:

- Of a vulnerable adult: https://www.dshs.wa.gov/altsa/home-and-community-services/report-concerns-involving-vulnerable-adults
- Of a child: https://www.dcyf.wa.gov/safety/report-abuse or,
- Call 1-866-ENDHARM (1-866-363-4276)
    - 1-866-EndHarm is TTY-accessible. A person will answer your call 24 hours a day, seven days a week.
    - A person with speech or hearing disabilities may use the following ways to contact us:
        - Place a direct TTY call to this dedicated TTY line: **1-800-624-6186**.
        - People with hearing loss who have specialized telecommunication devices can call 866-363-4276 (End Harm) through Washington Relay Service.

Enclosures: HCBS Waiver Brochure (DSHS 22-605)
Road Map to Services Brochure (DSHS 22-822)
My Page Profile (DSHS 22-1753)
Services Chart (DSHS 22-203)
How to report abuse and neglect flyer

cc: NSA Representative

Instructions for Person-Centered Service Planning Meeting and Annual Assessment Notice

When do I use this form?

You use this form to notify the client and the client's legal guardian or representative of the upcoming assessment and person-centered service-planning meeting at least 60 days prior to the end of the plan period.