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| **Score** | **0**  **Unsatisfactory**  Major revision recommended | **1**  **Below Standard**  Does not meet all required / lasting standards - Moderate revision recommended | **2**  **Satisfactory**  Meets current / lasting standards  **ACCEPTABLE PRACTICE** | **3**  **Excellent**  Exceeds current standards  **BEST PRACTICE** |  |
| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| IISP includes the individual’s first & last name, legal representative, date of the ISP, date of the IISP (must be reviewed at least every 6 months) and the preparer’s printed name and date | Score at this level if missing 2 or more of required components  OR  Required items may be in another plan, but it was not submitted | Score at this level if missing 1 of required components (aside from those in blue font) | Score at this level if required components can be found in plan | Score at this level if all required components AND are included in plan in a clear, easy-to find manner |  |
| *Mark all that apply:*  The individual’s first and last name is listed  The name of the legal representative (guardian) is listed or it is indicated person does not have guardian  The ISP date is listed  The preparer’s printed name is listed  The date the IISP was developed or revised is listed  The date the IISP is no older than 6 months | | | |
| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| IISP includes a list of individuals that participated in the IISP development, and written agreement of individual/legal rep | Score at this level if the plan does not include references to participation or signatures of individual or guardian. | Score at this level if the plan is missing reference to participation of individual and guardian, OR missing the individual’s / legal representative’s signature (if applicable) | Score at this level if there is evidence that the person participated and the plan is individualized to their preferences; AND the plan includes signature of individual and their legal representative (if applicable) | Score at this level if the IISP includes evidence of the individual’s participation and involvement (or notes of attempt to involve) guardian (if applicable) and non-agency staff AND includes signatures of individual /legal rep  Evidence could include a list, or notes on who contributed AND a plan individualized to the person’s preferences |  |

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| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| Description of the individual that shows the reader who the person is. It should include their relevant history, likes, dislikes, skills, abilities, and communication style | Score at this level if background information is incomplete and is missing three or more components (note: if information is clearly contained, title of category will not constitute missing element) | Score at this level if background information is incomplete and is missing one or two components (note: if information is clearly contained, title of category will not constitute missing element) | Score at this level if the IISP addresses all of the components | Score at this level if the background information provides a clear picture of this person articulated as much as possible from the perspective of the person |  |
| *Mark all that apply:*  History Likes  Dislikes  Skills and abilities Describes the person’s communication style | | | |
| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| **Assessment of Risk**  Assessment of known risks and strategies or protocols in place. Includes all risks identified in the ISP. | Score at this level if there is no evidence that risk categories have been considered OR there are one or more clearly identified risks in the ISP that are not addressed in the IISP | Score at this level when it is NOT evident that all risk categories have been considered, however one or more identified risks are addressed | Score at this level when it is evident that all risk categories have been considered and identified risks addressed | Score at this level when it is evident that all risk categories have been considered and identified risks addressed AND  the language regarding support needed is respectful, honoring the individual’s rights to choice and self-determination while maintaining overall health and safety |  |
| *Mark all that apply:*  Abuse/neglect/exploitation  Behavioral  Environmental  Falls  Legal  Financial  Medical  Other (not required) | | | |  |
| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| **One-Page Risk Summary**  Includes Name, date written/modified, recent picture, summary of risks that present immediate life threatening danger; interventions | Score at this level if there is no evidence of a one page summary AND high level risks have been identified | Score at this level when the risks are summarized but interventions not clear OR if one or more risks are missing from the summary | Score at this level when anything assessed as a life threatening risk is included on a one-page summary which includes the person’s name, date modified a recent picture and intervention strategies OR there were no high level risks identified | Score at this level when all requirements are met AND the page gives a respectful “snapshot” of the person that is easy to read and the necessary interventions clearly stand out |  |

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| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| **Habilitation Goals**  . | Score at this level when the required number of goals are not included, OR when any goal meets 3 or fewer of the requirements OR when requirements are met for less than ½ of the required goals | Score at this level if at least 4 of the 5 requirements are met for all goals, or if all requirements are met for at least ½ of required goals | Score at this level when all requirements are met for the required number of goals | Score at this level when all requirements are met for the required number of goals AND the reader can clearly “see” the individual in the goal, why it is important to them, the goal shows evidence of recent revision, and/or components are detailed |  |
| *Mark all that apply:*  The minimum number of goals identified are included   * Minimum of two (2) habilitation support goals for individuals who are assessed at Support Levels1 and 2 * Minimum of three (3) habilitation goals for individuals who are assessed at Support Levels 3A, 3B, 4, 5, and 6   The goal is specific and measurable  Goal includes measurement criteria and timeline  Goal includes specific active role staff take to support goal  Goal includes documentation instructions | | | |
| **Requirement** | **0 Points** | **1 Point** | **2 Points** | **3 Points** | **Score** |
| **Evidence of Habilitation Goal Implementation**  **(Documentation)** | Score at this level when there is no documentation provided to support that goals have been implemented  OR  Documentation provided shows that goals were not supported | Score at this level when there is documentation provided that goals have been implemented, but there is no indication of progress or revision of goals  OR  Documentation provided only supports some of the required goals | Score at this level when documentation provided shows that the goals have been implemented as described in plan (within 15% margin) and there is some indication of progress for at least some of the goals | Score at this level when the documentation provided shows clear evidence that the goals have been implemented AND progress is being made toward goal OR when data includes visual representation (graph, chart) of progress |  |

For purposes of data analysis only:

Number of days out of specified 7 day period individual left their home:

Is plan written on DDA Template? Yes No Has plan writer completed DDA’s IISP Training? Yes No