



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: SERVICE PLANS POLICY 3.01

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Authority: Individuals with Disabilities Education Act (IDEA), Part C  
RCW 71A.18.010, 71A.20.010  
WAC 388-825-050  
WAC 388-828-8000

**PURPOSE**

This policy specifies which service plans are required for different Division of Developmental Disabilities (DDD) services.

**SCOPE**

This policy applies to all DDD enrolled clients receiving paid services from DDD.

**DEFINITIONS**

**Service Plan** means any individualized written document required by regulations for access to DDD services. The documents for the service plan may include, but are not limited to, the different plans included in this policy.

**POLICY**

Prior to authorizing and paying for services, all clients receiving paid services from DDD must have a department approved service plan. The approved service plans are as follows:

- A. An **Individual Support Plan (ISP)** must be completed annually for:
  - 1. Clients enrolled in a DDD Home and Community Based Services (HCBS) waiver. The ISP must address all of the health and welfare needs identified in the Support Assessment;

2. Clients receiving Medicaid Personal Care (MPC) or Waiver Personal Care (WPC). The ISP must address the need for assistance with personal care tasks as identified in the Service Level Assessment;
  3. Clients receiving “State Only” services. The ISP must address the DDD paid services the client is approved to receive as identified in the Service Level Assessment;
  4. Clients receiving State Supplementary Payment (SSP) in lieu of a paid service;
  5. Clients residing in a Community Intermediate Care Facility (ICF/MR);
  6. Clients approved to receive a DDD paid service;
  7. Clients receiving Private Duty Nursing (PDN) services; and
  8. All other clients who receive a DDD paid service that is not listed above.
- B. An **Individual Habilitation Plan (IHP)** must be completed annually for clients residing at ICF/MR facilities. This includes ICF/MR facilities in the community and at the DDD Residential Habilitation Centers (RHCs).
- C. A **Care Plan** must be completed annually for clients residing at nursing facilities in the RHCs.
- D. An **Individualized Family Service Plan (IFSP)** must be completed annually for eligible children, birth-to-three, receiving Infant Toddler Early Intervention Program (ITEIP) early intervention services. These children will have an evaluation, assessments and an IFSP. The ITEIP Family Resources Coordinator (FRC) will facilitate the development of the IFSP with the family and the child/family’s team.

### **EXCEPTIONS**

Any exception to this policy must have the prior written approval of the Division Director.

### **SUPERSESSION**

DDD Policy 3.01  
Issued November 30, 2004

DDD Policy 3.01  
Issued April 13, 2000

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TITLE:

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DDD Policy 3.01  
Issued August 5, 1998

DDD Policy 3.01  
Issued December 3, 1993

Policy Directive 504  
Issued December 11, 1990

Approved:           /s/ Linda Rolfe            
Director, Division of Developmental Disabilities

Date: June 1, 2007