

DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
Information about the ICAP for Respondents

What is the ICAP?

The Inventory for Client and Agency Planning (ICAP) is an assessment tool that assists in determining whether or not an individual is eligible to be a client of the Developmental Disabilities Administration (DDA). The ICAP is administered to determine if the applicant has “substantial limitations” as defined in rule (WAC 388-823).

Who can administer the ICAP?

The department shall provide and arrange for the administration of the ICAP. The department determines whom to use as a “respondent” (WAC 388-823-0930).

Who qualifies to be a respondent?

Any parent, teacher, or care person who is well acquainted with the person being assessed can provide information needed to complete the ICAP. The ICAP is completed by a respondent who has known a client for at least three months and who sees him or her on a day-to-day basis. If there is no one who meets the definition of respondent, the ICAP cannot be administered. Without a qualified respondent, DDA cannot determine eligibility under any conditions requiring an ICAP (WAC 388-823-0940).

How many respondents can the department use?

The department can use as many respondents as necessary to get complete and accurate information about the applicant’s abilities.

Can the applicant be the respondent?

No. The applicant may provide input but will never be the qualified respondent.

Can the applicant be asked to answer questions or demonstrate some of the tasks?

DDA may consult, observe, or ask the applicant to demonstrate some tasks to validate the responses.

“Base your estimate on information or observation of the client’s performance on similar or related tasks.” (ICAP manual, Appendix D, page 153)

“In order for the result to be valid, it is necessary that the information recorded reflects the client’s true behavior in ordinary situations. Information may be obtained from the ICAP booklet, from interviews using the booklet, or even from asking the client to perform an item. It was not intended that this be a performance test, but, if necessary, it is appropriate to use performance data in conjunction with information provided by a respondent.” (February 26, 2003, email from Brad Hill to DDA)

What is the respondent required to do?

The respondent is required to answer each statement on the ICAP with one of four responses that best identifies the individual’s capabilities. The following is a summary of these responses:

- Never or Rarely (0) Indicates the task is too hard, or the person is not permitted to do the task because it is not safe. The person never or rarely performs all parts of the task without help even if asked.
- Does, But Not Well (1) The individual sometimes performs the task without help but does not do it well. Although he/she tried to do all parts of the task without help or supervision, the result is not good. It is all right if he/she needs to be asked or reminded. The person does the task about 25 percent of the time.

Does Fairly Well (2) The individual performs the task reasonably well without help or supervision. Although the person has not completely mastered the task, he/she can do all parts of it. It is all right if he/she needs to be asked or reminded. The person does the task about 75 percent of the time.

Does Very Well (3) Indicates complete independence on an item. The person has either mastered the skill, or the skill is too easy for him/her. The person does the task completely and very well without any help or supervision from anyone and knows when it is necessary to do the tasks without being asked or reminded. He/she does the task very well--always or almost always.

Do the ICAP Adaptive Behavior sections assess behavior problems?

No. DDA does not assess behaviors when determining eligibility. The purpose of the ICAP is to assess adaptive skills in the areas of motor skills, personal living skills, social and communication skills, and community living skills.

“The focus of the ICAP adaptive behavior section is on ability. Someone who, if tired, angry or impetuous sometimes refuses to perform a task might still be rated ‘Does well without being asked’ if the skill is within the person’s ability and is usually performed well. If the refusal is persistent but applies only to a few specific adaptive tasks, at most it may decrease the client’s adaptive rating by one point on these specific items.

Behaviors that interfere with a client’s day-to-day activities or with the activities of those around him/her should be rated as behavior problems, not as a lack of adaptive behavior. Refusal to perform necessary tasks that are within the person’s ability, sometimes called non-compliance or uncooperative behavior, may be recorded in the problem behavior section of the ICAP if the refusal is common enough to create a persistent problem across many adaptive skills. In this case a client’s uncooperativeness would not detract from his/her adaptive behavior item scores, which should be rated on the basis of ability rather than cooperation.”

[From Brad Hill’s online “Guidelines for Completing the ICAP/SIB-R Adaptive Behavior Scale”
(<http://www.cpinternet.com/~bhill/icap/>)]

Is the applicant required to be present during the ICAP?

The applicant needs to be present and available for at least part of the interview. The applicant and the respondent can choose to respond in private or in the presence of other participants. It is important that the respondent provide accurate information so the respondent needs to inform the department if there is something interfering with their being truthful and candid.

How is the ICAP scored?

The ICAP responses are entered into a computer. A computer program calculates the standard score for each of the four adaptive skills sections, taking the applicant’s age into account.

How does the ICAP impact the eligibility decision?

When an ICAP is required as evidence of substantial limitations to be eligible for DDA, the qualifying score must be at or below the broad independence domain score specific to the age of the client/applicant (WAC 388-823-0900).



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
INFORMATION ABOUT THE ICAP FOR RESPONDENTS
Declaration of Understanding

RE: Applicant _____

I have read and understand "Information about the ICAP for Respondents."

I received the "Guidelines for Completing the ICAP/SIB-R Adaptive Behavior Scale."
<https://www.dshs.wa.gov/sites/default/files/FSA/forms/pdf/16-182.pdf>

I understand that the responses that I provide must be accurate and will be used in assessing substantial limitations for DDA eligibility.

I understand that the individual being assessed may or may not meet the criteria for DDA eligibility.

I have had every opportunity to ask questions and all of my questions have been answered to my satisfaction.

RESPONDENT'S SIGNATURE	DATE
DSHS / DDA REPRESENTATIVE	DATE

Note: Refusal to sign this Declaration will exclude the person from consideration as a "respondent."

Distribution:
Copy to Respondent
Copy to Intake File