



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
**Notification of Annual Assessment and
Person Centered Service Planning Meeting**

Dear:

_____ receives services from the Developmental Disabilities Administration (DDA). To remain eligible for these services, an assessment and Person Centered Service Plan (PCSP) must be completed every year.

I have scheduled the assessment and PCSP meeting for _____ at _____.

The meeting will include the person above and may also include others they choose to invite. Your involvement is appreciated to ensure the assessment and PCSP are accurate and complete. If you are not able to attend, I may contact you to get information, or you may provide information to me prior to the meeting. You may also contact me if you have any questions or concerns.

Thank you.

CASE MANAGER / SOCIAL WORKER NAME

TITLE

TELEPHONE NUMBER (INCLUDE AREA CODE)

EMAIL ADDRESS

Enclosure: Self Addressed Envelope

- Consent form 14-012 is enclosed.
- Consent form 14-012 is not required by HIPAA because you are a DDA contracted provider.

cc: Client File

Instructions For Notification of Annual Assessment Review

When do I use this form?

You may use this form to notify individuals other than the client or their legal representative of the upcoming assessment and PCSP meeting, if you want to.

Note: WAC 388-828-1540:

Who participates in your DDA assessment?

1. You choose the people who participate in your assessment and person-centered service plan/individual support plan meeting.
2. DDA requires that at a minimum: You, one of your respondents, and a DDA employee participate in your DDA assessment interview. In addition:
 - a. If you are under the age of eighteen, your parent(s) or legal guardian(s) must participate in your DDA assessment interview.
 - b. If you are age eighteen or older, your court appointed legal representative/guardian must be consulted if he/she does not attend your DDA assessment interview.
 - c. If you are age eighteen and older and have no legal representative/guardian, DDA will assist you to identify a respondent.

DDA may consult with other people who were not present at your DDA assessment interview, if needed, to obtain complete and accurate information.