

# **Adult Autism Waiver (AAW): New Individual Support Plan (ISP) Signature Form**

## **ODP Announcement 20-103**

### **AUDIENCE:**

Adult Autism Waiver (AAW) Providers, Supports Coordination Organizations (SCOs), Supports Coordinators (SCs), SC Supervisors, Individuals and Families, All other interested stakeholders

### **PURPOSE:**

This communication notifies SCs, SC supervisors, providers and other interested parties of the new ISP Signature Form (DP 1032 AAW).

### **DISCUSSION:**

The Bureau of Supports for Autism and Special Populations (BSASP) has required the ISP Signature Page to be completed at initial ISP meetings and Annual Review Plan (ARP) meetings. Starting with the release of this announcement, BSASP will now require the completion of the new ISP Signature Form (DP 1032 AAW) at initial ISP and Annual Review meetings, replacing the old Signature Page. The DP 1032 AAW is attached to this communication and will also be available on MyODP.

**NOTE:** The new DP 1032 AAW is similar to the existing DP 1032 ISP Signature Form for the Consolidated, Community Living and Person/Family Directed Support Waivers. Be sure to use the **DP 1032 AAW** for initial ISP and ARP meetings for AAW participants.

The DP 1032 AAW consists of two sections. The first section contains instructions for completing the form. SCs should familiarize themselves with the instructions before completing at initial ISP or ARP meetings.

The second section contains the signature form and the signature page. Follow the instructions for completing the signature form and signature page. If the participant (or his/her representative) does not initial any of the boxes following statements 1-13, the “Note” box on page 2 of the form must be completed.

All attendees of the meeting must sign the signature page to verify their participation. If a team member participates in the meeting by phone or virtually (Skype, FaceTime, etc.), the SC must fill out the form for that team member and check the box that shows he/she participated by phone.

The SC is responsible to fully document the ISP meeting details, as well as the completion of the DP 1032 AAW in a service note.

With the release of this announcement, Office of Developmental Programs’ (ODP) Communication Number: BAW16-26, AAW Signature Page Effective 7/1/16, is obsolete.

**ATTENTION:** While ODP is operating under emergency conditions during the COVID-19 pandemic, SCs are NOT required to obtain signatures of participants of an initial ISP meeting or ARP when the meetings are held remotely. Documentation of ISP team members’ verbal consent with the content of the ISP is acceptable.

SCs are responsible for documenting the verbal consent of the individual, all providers responsible for the implementation of the ISP and any other members who attend the ISP meeting on the DP 1032 AAW or in a service note.

The Centers for Medicare and Medicaid Services granted the Department of Human Services a waiver of the signature requirement under Section 1135 of the Social Security Act on July 29, 2020. The waivers granted under Section 1135 expire upon termination of the public health emergency.

**COMMENTS:** Questions or comments can be directed to your BSASP Regional Office.

*Attachment: Adult Autism Waiver ISP Signature Form (DP 1032 AAW)*