

DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION (DDSD)

DIRECTOR'S RELEASE (DR) #: 16.01.01

EFFECTIVE DATE: January 15, 2016

Signature Date:	January 14, 2016
FROM:	Signature on File _____ Cathy Stevenson, DDSD Director
TO:	All DD Waiver Providers, DDSD Staff, and DHI Staff
SUBJECT:	Rescind Policy Number: VAP-001; Procedure Number: VAPP-001

I. SUMMARY:

Effective January 15, 2016, the Department of Health/Developmental Disabilities Supports Division (DDSD) rescinded the Vocational Assessment Profile Policy (VAP-001) and Vocational Assessment Profile Procedure for Individuals on the Developmental Disabilities Waiver Who Are and Who Are Not Jackson Class Members (VAPP-001) dated July 16, 2008.

II. REQUIREMENTS AND CLARIFICATIONS:

To replace this policy and procedure, it is the expectation that providers who support individuals on the Developmental Disabilities Waiver (DDW) complete an annual person-centered assessment. This is a requirement for all DD Waiver recipients who receive Customized Community Supports and/or Community Integrated Employment services, including Jackson Class Members who receive Community Inclusion Services. In addition, for new allocations, individuals transferring from Mi Via Waiver services to traditional DD Waiver services, or for individuals who are new to a provider or are requesting a service for the first time, a person-centered assessment shall be completed within 90 days.

A person-centered assessment is a tool to elicit information about a person. The tool is to be used for person-centered planning and collecting information that shall be included in the Individual Service Plan (ISP). A person-centered assessment should contain, at a minimum: Information about the individual's background and current status, the individual's strengths, interests, conditions for success to integrate into the community, including conditions for job success (for individuals who are working or wish to work), and support needs for the individual. A person-centered assessment must include individual and/or family involvement. Additionally, information from staff members who are closest to the individual and who know the individual the best should be included in the assessment.

A career development plan should be in place for job seekers to outline the tasks needed to obtain employment. A career development plan can be a separate document or be added as an addendum to a person-centered assessment. A career development plan should have specific

action steps that identifies who does what, by when. The information needs to be incorporated into the ISP as an Action Plan.

A new person-centered assessment should be completed at least every five years. If there is a significant change in an individual's circumstance, a new assessment will be required sooner. Person-centered assessments should reviewed and be updated annually. Changes to the updated assessment should be signed and dated in order to demonstrate that the assessment was reviewed.

III. DEFINITIONS:

Person Centered Planning – A process, directed by the family or the individual-served, intended to identify the strengths, capacities, preferences, needs and desired outcomes of the individual.

IV. REFERENCES:

2007 Developmental Disabilities Waiver Standards, Effective Date April 1, 2007

2012 Developmental Disabilities Waiver Standards, Effective Date: November 1, 2012

Revised: April 23, 2013 and June 15, 2015

H.R.803 - Workforce Innovation and Opportunity Act, Public Law No: 113-128 (07/22/2014)

7.26.5.13 NMAC - Rp, 7 NMAC 26.5.13, 10/01/06