

ICF Transitions Update- August 2015

Ensuring ICF Conversion Proposals Meet the PCP Review

Each proposal to convert an ICF to an IRA undergoes a Central Office review of the Person-Centered Planning (PCP) that the ICF provider facilitates with the individual and his or her advocates, family, knowledgeable staff and clinicians. This process must be documented in the ICF conversion proposal according to the revised ICF Transition Proposal Template. The more detail providers include in this segment of the proposal document, the easier it is for OPWDD staff to understand and appreciate the effort the agency has made to ensure that the individual is directing the planning process, that the individuals' family and advocates are actively involved, that the conversion of the ICF to an IRA will result in a meaningful change in the individuals' activities, community integration, and autonomy and that those changes reflect the individual's specific preferences and interests. If OPWDD cannot determine these things from the information submitted, the approval process will be delayed until sufficient information is obtained to ensure the PCP is thorough and will meet the federal HCBS rule (citation). The revised ICF Transition Proposal template and the PCP Review Form that is used to review the provider's PCP activities can be found on OPWDD's website at http://www.opwdd.ny.gov/transformation-agreement/mfp/ICF_Transitions.

Person-Centered Planning (PCP) Training for ICF Staff

With ICF conversions underway, it is imperative that ICF staff learn the fundamentals of Person Centered Planning. "Supporting Person Centered Outcomes: An Introduction to Person Centered Planning" is a training offered by OPWDD and provider agencies as an introduction to the basic principles and techniques of person centered planning. The course will teach staff how to identify the basic values that affect quality of life for individuals with disabilities, the 8 hallmarks of PCP, the relationship between PCP and traditional interdisciplinary treatment team activities, and the frameworks that must be covered to create a personal futures plan and planning map. Due to limited class size and availability, please email OPWDD's Community Transitions mailbox (Community.Transitions@opwdd.ny.gov) if your agency is interested in pursuing this training for your staff.

ICF Conversion Notification Letter

It is essential that ICF providers that are undertaking conversions of ICFs to IRAs follow appropriate notification practices when they notify the individuals and their advocates about the conversion. Please refer to and follow the notification practices described on pages 8-9 in the May 2015 *Guidance for ICF Conversions with No Change in Capacity* which can be found on the OPWDD Website at: http://www.opwdd.ny.gov/transformation-agreement/mfp/ICF_Transitions. Providers must issue the correct letter to individuals and their advocates, use their agency letterhead, and provide copies to the individuals described in the sample letter found in Appendix A on page 41 of the guidance document. Bracketed language in the sample letter provides instructions on how to prepare the letters and should be removed prior to sending the letter. Providers should also insert the names of the specific parties to whom the letter is addressed and copied, in the salutation and cc:



sections respectively. They should NOT include a due process approval form in the notification.

New Resources Available Online

The ICF Transitions page has been updated with new resources for providers. Please visit http://www.opwdd.ny.gov/transformation-agreement/mfp/ICF_Transitions to view the ICF Transitions Frequently Asked Questions, Guidance for ICF Conversions with No Change in Capacity, as well as the ICF Conversion/Transition Proposal Template.

ICF Transition Update

Since August 2013, 1202 people have transitioned out of DCs and ICFs into community-based residential settings. In 2015, OPWDD continues working to support providers to assist individuals to make the transition to community-based, integrated settings through relocations or from ICF-to-IRA conversions. Many ICF provider agencies across the state have initiated conversions and others have indicated their interest in converting ICFs to IRAs in 2015. In total, providers have reported they expect to transition approximately 1,060 individuals to waiver services through ICF conversions this year. Each of these individuals will be provided the opportunity to guide comprehensive person-centered planning, exercise choice, and receive community-based supports and services support them to pursue their interests.

# ICF Conversion Proposals Received Since 1/1/15	# Individuals Transitioning to Waiver Services via ICF Conversion Proposals Received	# Additional Transitions expected in 2015 due to ICF Conversions
65	594	466

Frequently Asked Questions

If individuals do not have any family or friends, who can sign things such as MSC selection and Waiver enrollment documents if the person does not have the ability to do so themselves? Who should be involved in the Person-Centered Planning process?

The individual should always sign for themselves if they have the ability to do so. If they do not, someone who has decision-making authority for the individual should sign. This would be the same person who currently signs for them while they are residing in the ICF. The MSC and their planning team should work with the individual to expand their circle of support and find an advocate that can help the person to make decisions. The MSC should document the individual’s situation and speak to what they are doing to ensure the individual has someone to assist them with making decisions when they leave the ICF. The ICF staff and any clinicians familiar with the individual should participate in the Person-Centered planning process as outlined in the guidance document.

www.opwdd.ny.gov/node/5850

Helpful Links

To access more information on the Money Follows the Person Demonstration or Community Transitions, please visit the OPWDD website at <http://www.opwdd.ny.gov/transformation-agreement/mfp/home>