



# INDIVIDUAL PLAN



*The Provider must ensure an Individual Plan (IP) is developed based on the participant's Individualized Service Plan (ISP) and aligned with the participant's needs, preferences, personal goals, and abilities, within thirty (30) calendar days of the ISP meeting and prior to implementation.*

**Q: In section 3 - Regarding Programmatic Requirements: Individual Plan (IP). Can you please clarify the removal of an Initial IP and adjusted distribution timeframe - it states 7 business days after the completion of the IP? Does this mean the basic IP or once the IP is completed (no more than 30 days past the ISP meeting)? Then as a provider, do we have the responsibility to provide the participant's guardian with the IP no more than 7 days?**

An initial IP is no longer required. The completed IP, which includes the strategies that align with ISP goals and objectives and include other details that guide the delivery of services, must be completed within thirty (30) calendar days of the ISP meeting and prior to implementation. A copy of the completed IP must then be sent to the appropriate parties within seven (7) business days after being completed.

**Q: Are you calling the basic IP the initial IP?**

The term "basic IP" was not used in Waiver Standards B-3. The term "initial IP" was used to refer to the IP that was typically developed at the ISP meeting and was due within seven (7) business days of the ISP meeting.

**Q: For the IP completion: when the Case Manager is delayed in sending out the Action Plan, this will also delay us in completing the IP. Are we still going to be cited?**

If the timeline could not be met due to a delay in receiving the ISP Action Plan, the monitors will generally make considerations for when the ISP Action Plan was received by the Provider. Providers are encouraged to reach out to case managers to request a copy of the ISP Action Plan, to keep documentation of the requests made and documentation of the date that it was received.



For the latest information visit our website – <https://health.hawaii.gov/ddd>

For additional questions, email – [doh.dddcrb@doh.hawaii.gov](mailto:doh.dddcrb@doh.hawaii.gov)