

TO: DD Waiver Provider Agencies, Case Management Agencies

FROM: Carrie Roberts, DDSO Supported Employment Lead

RE: Person-Centered Assessments Guidelines

DATE: January 14, 2015

The purpose of this memo is to provide guidance relative to Person-Centered Assessments.

Effective January 15, 2016, the Department of Health/Developmental Disabilities Supports Division (DDSD) rescinded the Vocational Assessment Profile Policy (VAP-001) and Vocational Assessment Profile Procedure for Individuals on the Developmental Disabilities Waiver Who Are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.

To replace this policy and procedure, an annual person-centered assessment is required 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, for individuals who are new to a provider or for individuals who are requesting a service for the first time, a person-centered assessment shall be completed within 90 days.

Any person-centered tool that meets the criteria listed below will be acceptable. By no longer requiring a specific tool, the new process allows for flexibility and creativity. Assessments shall be performed in settings normally utilized whenever possible. Best practice promotes the use of assessment tools that involve an experiential or discovery component, meaning that individuals with developmental disabilities experiences community activities as a component of the assessment process. Including the experiential component to the assessment process is recommended, but not required. Additionally, information from staff members who are closest to the individual and who know the individual the best should be included in the assessment. Information gathered to compile the assessment should come from a variety of sources. Methods of gathering the needed information could include a document review, interviews, social or vocational observations in the community, a home visit and/or a team meeting.

A person-centered assessment should contain, at a minimum: Information about the individual's background and current status, the individual's strengths and 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 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.

Assessments that indicate that an, "individual does not want to work" are not considered a true assessment of the individual unless there is documentation of informed choice regarding this decision. See the DD Waiver standards for a definition of informed choice. In addition, if an individual does not wish to work, the assessment should focus on activities that are meaningful to the individual.

How to Record Assessments in the ISP

Information from each person-centered assessment should be incorporated into the Individual Service Plan (ISP) in the following manner: (The italicized wording below is taken directly from the ISP document.)

In the *Work, Education, and/or Volunteer History* section of the ISP,

Most current vocational assessment date: The person-centered assessment date should be listed here.

Type of vocational assessment performed: The name of the person-centered assessment should be listed and checked.

Is the VAP Current: ____ Relevant: ____ Functional: ____ Needs re-assessment? ____

This section now applies to the person-centered assessment. A current assessment is defined as being completed within the last year. Relevant is defined as being applicable to the individual's current situation or work status. Functional is defined as being capable of serving the purpose for which the document was designed. If all three of the areas labeled, "Current, Relevant, and Functional" are not checked on the ISP, then a new assessment is needed.

If an individual is currently employed or is seeking employment, this information should be reflected in the ISP through a related vision statement, desired outcome(s), action plans and teaching and support strategies to address how the individual will maintain and grow (advance) in their current position and/or obtain new employment.

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

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