



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

CHANGES IN THE ISP

Target Audience - Qualified Vendors and Providers

Transmittal Date - 04/05/2022

The process used to review and update the Planning Document in between planning meetings has been updated as part of the transition to the Person-Centered Service Plan (PCSP). These changes will now be made directly to the Planning Document. As a result, the *Changes in the Individual Support Plan (ISP) (DD-224-FF)* form will soon be retired by the Division.

The member's Support Coordinator will do the following if changes need to be made to a Planning Document in between Planning Meetings:

1. Discuss the need/request with the member or responsible person and the provider if the need/request is related to a service change.
2. Update the Person-Centered Service Plan (PCSP) or the Individualized Family Service Plan (IFSP) in DDD internal systems.
3. Obtain/submit the Planning Document for signatures after the Planning Document has been updated.
4. Email the Planning Document to the entire Planning Team after signatures are received. The email will identify there was a change made to the Planning Document and note the section(s) that were updated.

The Changes in ISP form will be retired and providers will no longer be required to complete it. The provider may request a change in the Planning Document by contacting the Support Coordinator and the Support Coordinator will schedule a time for the discussion as outlined above.