



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## CHANGES IN THE PLANNING DOCUMENT

Target Audience - Qualified Vendors and Providers

Transmittal Date - 09/07/2022

As [communicated on April 5, 2022](#), the process used to review and update a member's Planning Document in between planning meetings has been changed as part of the transition to the Person-Centered Service Plan (PCSP). Any changes will now be made directly to the Planning Document. The document called Changes in the Individual Support Plan (ISP) (DD-224-FF) was retired by the Division on September 6, 2022.

If changes need to be made to a Planning Document in between planning meetings, the member's Support Coordinator will:

1. Discuss the need/request with the member or responsible person and the Qualified Vendors or 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 it has been updated.
4. Email the Planning Document to the entire Planning Team after signatures are received. The email will identify that a change was made to the Planning Document and note the section(s) that were updated.

Qualified Vendors or Providers 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.