



COMMONWEALTH of VIRGINIA

DEPARTMENT OF

BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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June 22, 2018

MEMORANDUM

TO: Community Services Boards
All Providers of DD Waiver services

FROM: Eric Williams, Director of Provider Development

THRU: Connie Cochran, Deputy Commissioner

Re: ISP Transition Update

Transition Update

We are finalizing the process to begin the use of the electronic version of WaMS Individual Support Plan as of July 1, 2018. Electronic Health Record (EHR) vendors are completing the final phases of testing, which should be completed on June 27, 2018. As communicated in past emails, use of the ISP will begin with annuals occurring on or after July 1, 2018.

To reduce the need to enter ISPs with a July 2018 date for which there was a meeting in May or June, these ISP annuals that have already been completed do not need to be reentered in WaMS. Note:

- When the next annual meeting is conducted, for example in May or June 2019, we will be able to capture these ISPs then
- For any plans with a renewal date in July and there has not been a meeting prior to July 1, 2018, these ISPs will need to be live in the system

We recognize EHRs that are not ready to send data to WaMS in July may result in a support coordinator entering the ISP into WaMS and the CSB EHR. If an EHR has not completed testing by July 1, 2018, ISP information will need to be entered directly into WaMS. Once entry is completed, a copy of the ISP can be retrieved from WaMS and retained or loaded into the EHR. It is important to note that ISP Parts I-IV can be either keyed directly or provided through a data exchange, but not both in the same year. If an ISP is keyed into WaMS in FY 2019, the first use of a data exchange for that same ISP would be in FY 2020 providing the EHR is online at that time.

Two updated WaMS user manuals, one designed for CSBs and one for Providers are now available at <https://dbhds.box.com/s/ni353le9pfgx9x94la75jmbzdI56dk6>. These manuals now contain information related to the ISP and VIDES. We are finalizing the online training based on the 2018 ISP Guidance document

(<http://townhall.virginia.gov/L/ViewGDoc.cfm?gdid=6379>), which will be available within two weeks. An additional announcement will be provided through the Provider Network Listserv once training is available.

Record Reviews

Concerns have been expressed with what CSBs and providers can expect when the Office of Licensing or the Department of Medical Assistance Quality Management Review visits their programs. We have discussed the issue with DMAS and Licensing and are providing QMR staff and Licensing Specialists with access to WaMS. CSB leadership has requested a formal communication be forthcoming that memorializes what is required where between the WaMS ISP and the CSB EHR.

We have provided DMAS a copy of this communication which details the process as follows:

When a data exchange is used, the CSB EHR will transmit Parts I and II to WaMS annually with daily updates and Parts III and IV annually. When a data exchange is not used, information will be keyed directly into WaMS.

ISP Information will be available the following locations:

VIDES

- Located in the EHR and WaMS

Part I Essential Information and Part II Personal Profile

- Located in the EHR and WaMS with daily updates from the EHR

Part III Shared Planning

- Located in the EHR with waiver provider changes reflected in WaMS as approved

Part IV Agreements

- Located in the EHR or agency format

The Part V, Plan for Supports, will be located in one of the following ways:

Part V Options

- Located in the EHR or agency format and uploaded to WaMS with a summary of activities, and approved outcome changes located in WaMS (Modified Use of WaMS Part V)
- Located in WaMS with support instructions uploaded and data collection on site (complete use of WaMS Part V)
- Support Coordination Part Vs will be in the CSB EHR or agency format

Thank you for your continued patience as we move to a centralized system for viewing and sharing information related to DD Waiver services. We are working to make this transition as seamless as possible recognizing the challenges and rewards of the change.

CC: Dev Nair, DBDHS
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