

## Person Centered Support Process and Plan for ISCs and Case Managers - Tennessee DIDD

The following steps are the sequence of capturing the Person Centered Support Process and Plan for ISCs and Case Managers in Tennessee DIDD. You may click on the blue hyperlinks to reach to the user guide where you will get more information on the adjacent topic.

### **Step 1: Oversight Profile**

1. The person-centered planning process is done within the state oversight provider (DIDD-TN). To begin, you must make sure that you are on your 'Oversight Access' profile. If it is not your default profile, you will need to [switch your Profile](#).

### **Step 2: The Individual Demographic Form (IDF)**

1. [Review and update](#) information on the individual's IDF if required. This pertains to the following fields:
  - Name
  - Birth Date
  - Medicaid Number
  - SSN
  - Phone Number
  - Residential Address
  - Mailing Address
2. Add individual's allergy information on the [Allergy Profile](#) form.
3. Add individual's ICD-10 Diagnoses on the [Diagnosis List](#) form.
4. Add individual's [Contact List](#).
5. Add [Team Members](#) and tag Legal Decision Maker(s).
6. Add Shared Contacts on the [Shared Contact List](#) form if available.
7. Review and update the [Custom Fields](#), Benefit Program, MCO, and Region, if necessary.
8. Add individual's insurance information on the [Insurance](#) form.
9. Add appropriate information on the [Individual Details](#) form.

### **Step 3: Personal Focus Worksheet**

1. Create the [Personal Focus Worksheet](#).

### **Step 4: Charting the LifeCourse (CtLC)**

1. Create the individual's [CtLC Vision Tool](#).

### **Step 5: Individual Plan**

1. Create the Individual Plan by entering appropriate details in the following sections:
  - [About Me](#)
  - [Legal Decision Maker](#)
  - [Risk](#)
  - [Restrictions](#)
  - [Professional Service](#)
  - [Nursing](#)
  - [Service Support](#)
  - [Natural/Informal Supports](#)
  - [Action Plan](#)
  - [Discussion Record](#)
  - [Charting the LifeCourse](#)
  - [Questionnaire](#)
  - [Document Checklist](#)
  - [Change Approval Process](#)
  - [Participants](#)

### **Step 6: Share Individual Plan**

1. Share the [Individual Plan](#) with the individual's circle of support.

### **Step 7: SComm Individual Plan**

1. SComm the [Individual Plan](#) to your Supervisor for submission to DIDD-TN Plan Reviewer.