

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 account (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](#).
2. Once you have switched to the "Oversight Access" profile, you will need to [go to the DIDD-TN oversight account](#).

Step 2: The Individual Demographic Form (IDF)

1. [Review](#) the following information on the individual's IDF:
 - 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. Ensure that the primary diagnosis for the individual is one from the below table:

| ICD-10 Code | Diagnosis |
|-------------|--|
| F70 | Mild intellectual disabilities (DSM-5) (Billable) |
| F71 | Moderate intellectual disabilities (DSM-5) (Billable) |
| F72 | Severe intellectual disabilities (DSM-5) (Billable) |
| F73 | Profound intellectual disabilities (DSM-5) (Billable) |
| F79 | Unspecified intellectual disabilities (DSM-5) (Billable) |

4. Add individual's [Contact List](#).
5. Add [Team Members](#) and select Legal Decision Maker(s).
6. Add Shared Contacts on the [Shared Contact List](#) form if available.
7. Review the [Custom Fields](#): Benefit Program, MCO, and Region.

8. 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 Makers](#)
- [Risks](#)
- [Restrictions](#)
- [Professional Services](#)
- [Nursing](#)
- [Service Supports](#)
- [Natural/Informal Supports](#)
- [Action Plans](#)
- [Discussion Records](#)
- [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.