

Welcome to Training: The Individualized Service Plan and Why it Matters

While you are waiting TEST YOUR AUDIO. LISTEN FOR MUSIC.

You were automatically muted upon entry.

Please only join by phone or computer.

Please use the chat feature for questions or raise your hand.



Thank you.

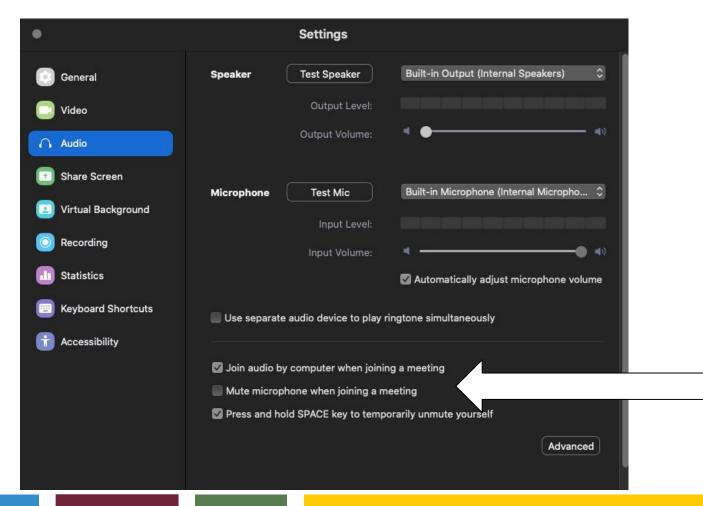


Zoom Webinar Controls





Audio Settings





Tips for successful ZOOM PARTICIPATION





















MUTE your mic when you're not speaking





PREPARE & queue docs or links that you plan to share

BACKGROUND
NOISE watch when
turning on mic





Stay FOCUSed by not texting or side conversations

Limit the
DISTRACTIONS
around you





Use GALLERY
VIEW to see all
participants

Look at the CAMERA not your screen





Use CHAT to ask questions or share resources

















The Individualized Service Plan (ISP) and Why it Matters

Presented by:

The Office of Human Rights (OHR)

The Office of Individual and Family Affairs (OIFA)

AHCCCS/Division of Community Advocacy and Intergovernmental Relations (DCAIR)



Agenda

- Overview: The Division of Community Advocacy and Intergovernmental Relations (DCAIR)
- Overview: The Office of Human Rights (OHR)
- The Individualized Service Plan
- Why the ISP Matters
- Navigating the Rights of Individuals with a Serious Mental Illness
- Overview: The Office of Individual and Family Affairs (OIFA)
- Advocacy Resources
- Upcoming Forums and Training

* AHCCCS Acronyms Guide











Overview

Division of Community Advocacy and Intergovernmental Relations (DCAIR)

Dana Flannery

DCAIR Assistant Director and Senior Policy Advisor



DCAIR Departments

The Division of Community Advocacy and Intergovernmental Relations (DCAIR) is an AHCCCS division that houses functions that interface with our members, family members and other stakeholders. These areas are very important as they ensure the voice of the community is heard.

DCAIR includes:

Office of Individual and Family Affairs (OIFA)

Office of Human Rights (OHR)

Office of Federal
Relations and
Communications (FRAC)



DCAIR Community Involvement

DCAIR routinely engages with our communities to educate, inform, and solicit feedback from members, families, providers, and stakeholders. We also facilitate or participate in workgroups & committees to address health care needs including:

- Behavioral Health Planning Council
- Arizona Council of Human Service Providers
- OIFA Advisory Council
- The State Medicaid Advisory Committee

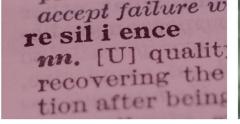
See the <u>AHCCCS Community</u> Events Calendar.













Overview

The Office of Human Rights (OHR)

Brenda Morris, OHR Bureau Chief



The Office of Human Rights

Mission Statement

Providing advocacy to individuals living with a Serious Mental Illness (SMI) to help them understand, protect and exercise their rights, facilitate self-advocacy through education and obtain access to behavioral health services in the public behavioral health system in Arizona.





Special Assistance

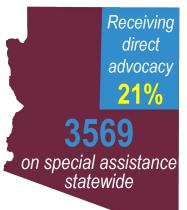
Special Assistance is a term used to describe additional supports reserved for those with a Serious Mental Illness (SMI) who are determined by the Clinical or Inpatient Team and meet specific criteria.

Members living with a Serious Mental Illness are to be assessed to see if they meet criteria for special assistance in accordance with R9-21-101(B)(13).

Many individuals have a family member or natural support that will meet the special assistance needs and OHR will assign an advocate if there is not anyone available to meet the individual's needs.

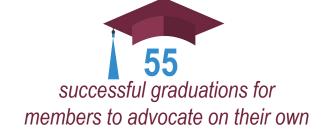


Office of Human Rights 2022 Y-T-D Highlights





8,122 member engagements



transitions to natural supports!

OHR participated in . . .





jail discharges statewide.

OHR was able to assist . . .



members to avoid homelessness

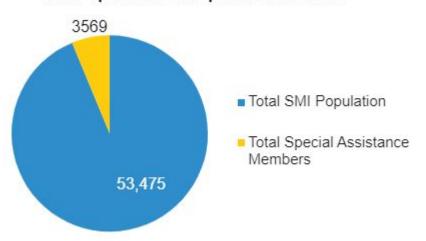


55 members to a lower level of care, promoting least restrictive environment.

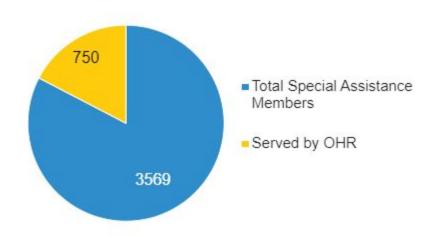


Special Assistance Data

SMI Population and Special Assistance

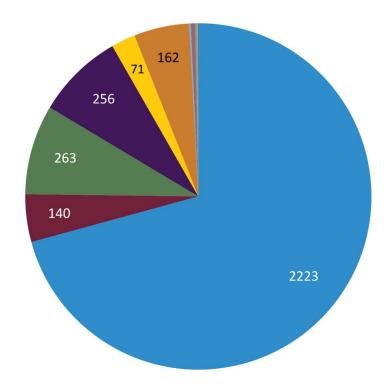


Special Assistance Served by OHR





Special Assistance Members by Health Plan



- Mercy Care Regional Behavioral Health Authority
- Health Choice Regional Behavioral Health Authority
- AZCH Regional Behavioral Health Authority
- Mercy Care Long Term Care
- Banner UFC Long Term Care
- United Health Care Long Term Care
- Navajo Nation- Tribal Regional Behavioral Health Authority
- Gila River Indian Community -Tribal Regional Behavioral Health Authority
- White Mountain Apache Trive- Tribal Regional Behavioral Health Authority
- Pascua Yaqui -Tribal Regional Behavioral











Individualized Service Plan (ISP) Emily Lopex, OHR Advocate



What is the Individualized Service Plan (ISP)?

A comprehensive written description of all covered health services and other informal supports which includes individualized goals, family support services, care coordination activities and strategies to assist the member in achieving an improved quality of life.



AHCCCS Contract and Policy Dictionary



Before the ISP: The Assessment



The ongoing collection and analysis of an individual's medical, psychological, psychiatric, and social conditions in order to initially determine if a health disorder exists, if there is a need for behavioral health services, and on an ongoing basis ensure that the individual's service plan is designed to meet the individual's (and family's) current needs and long term goals. AHCCCS Contract and Policy Dictionary



What Does the ISP Consist of?

- One or more long term goals.
- Long term goals that are broken down into measurable objectives.
- Strengths
- Cultural considerations
- The goals and objectives come to life with individual Interventions.





Additional Goals and Desires in the ISP

An ISP uses a whole-person approach to support a person's recovery goal(s), not just the covered services received from a case manager or doctor. It's important to consider other aspects in an ISP, including but not limited to:



- Attending class at community college or university
- Working with peer support to increase community involvement
- Exercising at the gym three days per week
- Visiting a drop-in center or clubhouse once a week
- Getting more involved in church or other spiritual activities
- Attending groups and/or one-to-one counseling to address
- substance abuse
- Volunteering at a local senior center



Knowledge is Power

- The member is the most important person on the team.
- The member decides if the ISP addresses their needs.
- If the member does not accept or reject the ISP within 30 days, it will be considered signed and agreed to.



- The ISP needs to be updated as a person's needs change and as often as necessary, at a minimum, every 6 months.
- A new ISP must be completed every year.
- A member can request a meeting to update the ISP at any time.

Some treatment planning decisions are made on behalf of members if they have a Health Care Decision Maker (HCDM), which is defined as: An individual who is authorized to make health care treatment decisions and is sometimes referred to as a guardian. <u>AHCCCS Contract and Policy Dictionary</u>











Why the ISP Matters Lia Ballesteros, OHR Lead Advocate



It Is a Right To Have an Individualized Service Plan

The Arizona Administrative Code lists the <u>Rights</u> for <u>Individuals Living with a Serious Mental</u> <u>Illness</u> regarding support and treatment.





Replacement Check List

For rules filed within the 4th Quarter October 1 – December 31, 2016

THE ARIZONA ADMINISTRATIVE CODE

Within the stated calendar quality risk Chapter contrains all rules made, amended, reposited, recumbered, and recodined, or less that have excepted new tere immediated but an all approxy being inflamed under sured set. These rules were either certified by the Covernor Requisitory Review Countil or the Atomery Generals Ciffice or exempt from the rulemarking process, and field with the Ciffice of the Secoletry State. Refer to the historian crists for more immediate, Please role that some rules you set bout to remove may all be in effect after the publication date of this Supplement. Therefore, all specified in the state of the state of the supplement to related to the state of the supplement. Therefore, all specified in the state of the state of the supplement to the state of the supplement.

Title 9. Health Services

Chapter 21. Arizona Health Care Cost Containment System - Behavioral Health Services for Persons with Serious Mental Illness

Supplement 16-4

Sections, Parts, Exhibits, Tables or Appendices modified

R9-21-101, R9-21-102 through R9-21-106, R9-21-201, R9-21-203 through R9-21-206.01, R9-21-208, R9-21-209, Exhibit A, R9-21-301, R9-21-307, R9-21-309 through R9-21-311, R9-21-401 through R9-21-410

REMOVE Supp. 03-2 REPLACE with Supp. 16-4 Pages: 1 - 57 Pages: 1 - 61

The agency's contact person who can answer questions about rules in Supp. 16-4: Name: James Maguire

Name: James Maguire
Address: 701 E. Jefferson St., Mail Drop 6200, Phoenix, AZ 85034

Telephone: (602) 417-4501 Fax: (602) 253-9115

E-mail: AHCCCSrules@azaheces.gov Web site: www.azaheces.gov

Disclaimer: Please be advised the person listed is the contact of record as submitted in the rulemaking package for this supplement. The contact and other information may change and is provided as a public courtesy.

PUBLISHER

Arizona Department of State
Office of the Secretary of State, Public Services Division





The Importance of the ISP



- The ISP is a right for individuals living with a Serious Mental Illness.
- It identifies services that maximize strengths, independence and integration into the community.
- It belongs to the individual receiving the services and should be centered on their needs.
- It is used to enforce the services and as a tool for the SMI appeal process, which is also a right.



The Road to Receiving Services



Arizona Administrative Code (R9-21)











Navigating the Rights of Individuals Living with a Serious Mental Illness



Navigating SMI Rights

There are several ways individuals can protect their SMI rights:

- Informal approach (provider),
- · Complaint,
- Appeal, and/or
- Grievance.

Staff cannot retaliate against a person for self-advocating and/or using the processes in place to address problems.

R9-21-203.A.8



The SMI Grievance and Appeals Process

SMI Grievance: A complaint that is filed by individual with a Serious Mental Illness (SMI) designation or other concerned individual alleging a violation of an SMI member's rights or a condition requiring an investigation.

SMI Appeal: A request for review of an adverse decision by a Contractor or AHCCCS.

Arizona Administrative Code-Article 4: Appeals, Grievances and Requests for Investigation

Action Initiated by the OHR	Total Y-T-D as of June 30, 2022
SMI Grievances	90
Potential Quality of Care (QOC)/referrals	5
SMI Appeals	56
Letters Noting Concerns (LNC)	46

Additional Actions by the Office of Human Rights











Overview

The Office of Individual and Family Affairs (OIFA)

Steve Leibensperger
OIFA, Foster Care Community Liaison



OIFA Mission

The Office of Individual and Family Affairs promotes **recovery**, **resiliency**, and **wellness** for individuals, families of choice, youth, communities, organizations and we collaborate with key leadership and community members in the decision making process at all levels of the behavioral health system to:

- End stigma,
- Advocate for culturally inclusive and welcoming environments, and
- Ensure peer support and family support services are available.



Office of Individual and Family Affairs (OIFA)

The AHCCCS Office of Individual and Family Affairs (OIFA) takes pride in helping members and family members in the public health care system. OIFA is dedicated to three core areas:







Our actions, initiatives, and successes drive us toward our core goals.



Lived Experience



The OIFA office requires staff to have "lived experience."

OIFA staff have either personally experienced the behavioral health system, or have helped a family member navigate the behavioral health system.

This lived experience provides us deeper understanding and empathy for members' concerns and challenges.



Online Information and Resources

- OIFA Public Web Page (<u>www.azahcccs.gov/oifa</u>)
 - > Events Calendar
 - Subscribe to the OIFA Weekly Newsletter
 - > Feedback form
 - Resource page Links for Family Support, Peer Support, Foster Care, Stigma, and more.
 - Empowerment Tools web page
 - More coming!



Ending Stigma

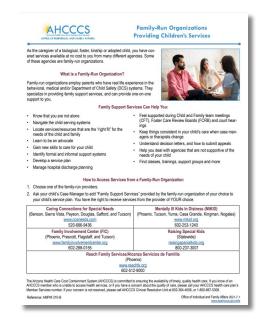
- Stigma shapes how we perceive mental illness and mental health. Stigma may influence who people interact or socialize with.
- Negative public perceptions hamper access to housing, employment, and health care.
- This discrimination can seriously affect a person's willingness to seek or continue treatment for mental illness.
- Stigma erodes a person's self-esteem and sense of dignity so that shame prevents them from seeking help.



Empowerment Tools



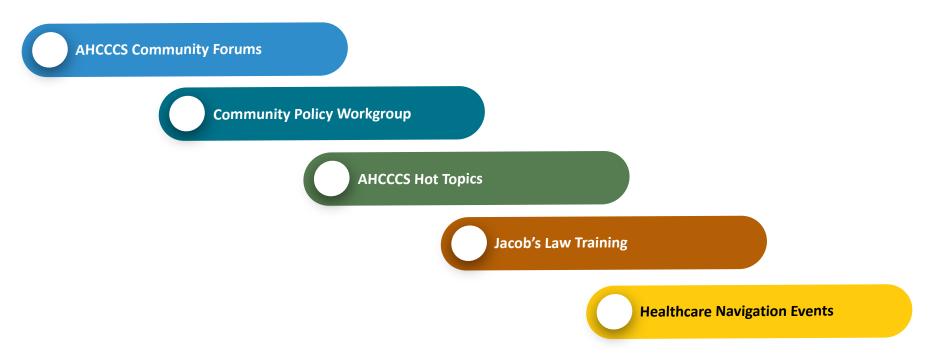




Over 40+ 1-pager Empowerment Tools to assist members with system navigation!



Member Voice and Education Events



View the calendar of events at: https://www.azahcccs.gov/shared/AHCCCScalendar.html

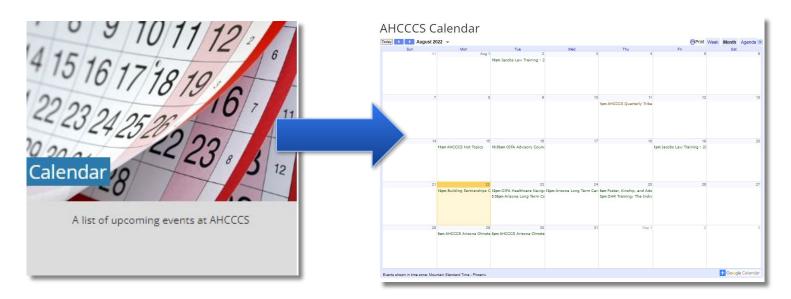


Organization	Administrator	Title	Phone Number	Email Address
AHCCCS	Susan Kennard	Bureau Chief, Office of Individual and Family Affairs	623.213.6591	oifa@azahcccs.gov
Arizona Complete Health	Tony Smith	Director, Individual and Family Affairs	520.809.6526	advocates@azcompletehealth.com
Banner University	Colleen McGregor	Administrator, Office of Individual and Family Affairs	480.827.5988	OIFAteam@bannerhealth.com
Care1st	Debra Jorgensen	Manager, Office of Individual and Family Affairs	480.205.2305	OIFA@care1staz.com
DCS/CHP	Edi Green	Administrator, Office of Individual and Family Affairs	520.429.5976	CHPCompliance@azdcs.gov
DES/DDD	Leah Gibbs	Administrator, Office of Individual and Family Affairs	602.316.1485	OIFABHAdvocate@azdes.gov
Molina Complete Care	Joshua Sprunger	Administrator, Individual and Family Affairs	480.263.1001	MCCAZ-OIFA@molinahealthcare.com
Mercy Care	Laura Piontkowski	Administrator, Office of Individual and Family Affairs	602.621.0110	OIFAteam@mercycareaz.org
BCBS Health Choice	Veronica Welch	Administrator, Office of Individual and Family Affairs	480.435.1772	OIFA@azblue.com
United Health Care	Dawn McReynolds	Administrator, Office of Individual and Family Affairs	602.255.8605	advocate.oifa@uhc.com



Upcoming Forums and Events

To see all upcoming events and links to register, visit https://www.azahcccs.gov/shared/AHCCCScalendar.html













Advocacy Resources

Shannan Ortiz, OHR Advocate



Be your own advocate with resources...



Self-Advocacy

- Voice and choice
- Know Your Rights
- You are your best advocate

Educational Guide to the Individualized Service Plan



What are My Rights During the Individual Service Plan?

The Individual Service Plan Process for members living with a Serious Mental Illness (SMI) and receiving services through the Arizona Public Behavioral Health System

The intent of this guide is to provide general information to individuals determined to have a Serious Mental Iliness enrolled The similar to marginus as to provide general information to marvious determined to have a sensor Mental times enrolled in the Arizona public behavioral health system regarding their rights in the Individual Service Planning process. It is not is an extraord pulse, between making system regarding their rights in the harmoust certifice framining process, it is not intended as a substitute for individual guidance or advice, Additionally, the AHCCCSIDCAIR, Office of Human Rights is not a

The Individual Service Plan

What is an Individual Service Plan (ISP)?

The SM Rules provide individuals in Artona with a Serious Mental Illness the right to an assessment and an Individual Service Plan THE Sen invest promote increases in influence stem is detroors need as rengin to an assessment alto an increase are regin to an assessment alto an increase are supposed to form ((SP), Although it may seem strange to think of an assessment and an ISP as rights, they are. These documents are supposed to form (or j. manager in may work in always no time to all appearance and in high as time to all appearance and the basis of the services you receive. They require your Health Plan, Tribal or Regional Behavioral Health Authority (TIRBHA). are cause or are services you receive. They require your measur man, most or negotive centervollal measure you receive, contractors and providers to take steps to meet your unique needs. When done correctly, with your full participation, assessments and Considerations and promotes to use settips so seet your unique neture, invent cone correctly, with your hall persopation, assessments an ISPs list specific things that help you with your recovery. They can also be used by you to make sure you get the services you need,

When are Individual Service Plans Updated?

Wherein are invariouses certoice reams uppeasetur.

Your team must review and update the ISP at least every six months or when your services, needs or goals change. You can request a

What is the Role of the Assessment in Service Planning?

what is the hole or the Assessment in pervice running? An assessment is the first step in making an ISP. By taking with you and with others who know you (if you wish), your treatment team. An absence when the man step is making an individual and the step of the season of the we about pread after your reporting mentals according you note. The dateabliest we have feeting into insulting an entrance needs to achieve a goal. For example, a person who is unable to read or write will usually need more help completing an application for Who Participates in Service Planning?

Find retruspetes in service reathering: In Artsona, the ISP is built on a team approach. You—the individual who receives services—are the most important team member. In It returns, we have to use on a mean appropriat. Tout-the instruction with requirements are sent used important even intertwe. It addition to your case manager and psychiatrist, team members can include family members, a friend, a social worker from another

What does the Individual Service Plan Consist of?

- Working with the rest of your team, you will identify one or more Long Term Goals. These goals focus on the big picture. Working wan me test or your team, you was observe one or more using ream-crosses. Here peeds notice of the complex include, "I want to work with children as a nurse" or "I want to maintain my independent living spartment." There can be different goals for different parts of life (housing, work, school, social, etc.)
- to discrete gives no universe parts of the (notating, must, surpout, source, etc.)

 2. The Long Term Goals are broken down into measurable Objectives. As an example, the person who wants to be a nurse might have the following objective, "Juan will enter the nursing program at Northern Arizona University by September of 2017."
- The Goals and Objectives come to life with individual interventions. These are the "To Do" part of the ISP, and there should usually be things to do for both the individual and other beam members. For the future nurse, an example might include, "Juan
- Some interventions—like medication, peer support, courseling, and others—are directly paid for by your TIRBHA, contractors. Some amendments—mix measuration, peer support, connecting, that obvers—are unbusy peer as by your innerval, connections or provider. Others—such as Social Security Deability, a community college, or a public housing program—are not directly provided by the TIRBHA, contractors or providers. However, when written into the ISP the clinical team—especially the case manager—must make reasonable efforts to help an individual access these types of interventions. How much help someone needs is determined by the assessment and the team.

What are My Rights During the Individual Service Plan?
Individuals determined to have a Serious Mental fileses (SMI) have many rights under the law in Arizona. Many of these rights are administrative rules. Plan administrative rules are solved in administrative rules. Plan in SMI Rules. You can find the rules at the Arizona Administrative Code, Title

Bates no verse san lindividual Service Plan or sections/treatments/recommendations inside of the Plan. incorrough pervice ment of seculonariaenmentariaences measures answer or in each a team's refusal to list a specific goal, objective, or intervention in an ISP. ear a mem a nerusar or ast a spricinic guar, copective, us sistementation ovided in a reasonable time, an individual can appeal that as well. if reject other parts is another important protection. For example, if the team has to not feel you need it, you have the right to refuse courseling but still receive the

Food for Thought

apport a person's recovery goal (s), not just the covered services you receive from

community involvement.

ince a week er spiritual activities inseling to address substance abuse.

other setting, based on individual preference.

ISP Meeting Tips

ay how it will help you. ocate to attend with you.

eed a break. The meeting does not need to be completed in one day or

g a recommendation they should be able to explain why. If they are saying

b or sometimeng you are not, isted in the ISP, And remember, while "seeing the psychiatrist" is a service or to say you will take your medications.

I other parts once you receive a final copy of the plan.

will be considered as if you signed and agreed to it. ude in the ISP a service you believe you need. the right to file an appeal

as signs so me an appear.

(minimum, your team must update the ISP at least every 6 months. You needs or goals change.







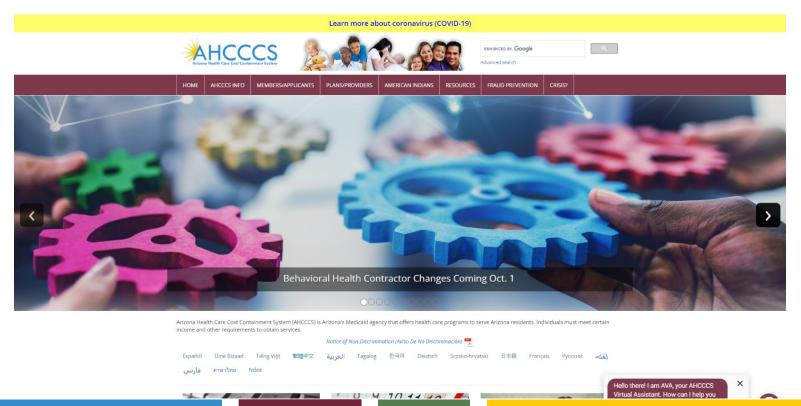




AHCCCS Website www.azahcccs.gov



Navigating the AHCCCS Website











A list of resources to assist you with getting the help you need









Pharmacy





About Us

Acronyms

AHCCCS Programs

Awards & Studies

COVID-19 Information

Description of AHCCCS Programs

Director's Biography

News & Press Releases

Strategic Plan



AHCCCS Whole Person Care Initiative (WPCI)

AHCCCS Complete Care

Care Coordination & Integration

Payment Modernization

Health Information Technology (HIT)

Private Sector Partners

Targeted Investments

Electronic Visit Verification

Accessing Behavioral Health Services in Schools

AHCCCS Works Community Engagement

Program

Emergency Triage, Treat and Transport (ET3)



Program Planning

Healthcare Advocacy

Mental Health First Aid

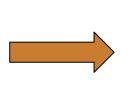
Office of Human Rights

Office of Individual and Family Affairs

Resources for Foster/Kinship/Adoptive Families

Committees and Workgroups

Transparency





Learn about AHCCCS' Medicaid Program on YouTube!









Watch our Playlist:

Meet Arizona's Innovative Medicaid Program



Health Plans, RBHA and TRBHA Contacts

Health Plans, RBHA or TRBHA	Customer Service	Webpage
Health Choice Arizona	1-800-322-8670	Health Choice of Arizona
Banner – University Family Care LTC	1-833-318-4146	Banner UFC
Mercy Care LTC	1-800-624-3879	Mercy Care LTC
Mercy Care RBHA	1-800-564-5465	Mercy Care RBHA
United Healthcare LTC	1-800-293-3740	UHC LTC
Arizona Complete Health	1-888-788-4408	AZ Complete Health
Gila River TRBA	1-520-562-3321	Gila River TRBHA
Pascua Yaqui TRBHA	1-520-879-6060	Pascua Yaqui TRBHA
Navajo Nation TRBHA	1-928 871-6000	Navajo Nation TRBHA
White Mountain Apache TRBHA	1-928-338-4811	White Mountain Apache TRBHA
Department of Economic Security/ Division of Developmental Disabilities (DES/DDD)	1-844-770-9500	www.azdes.gov/ddd



Resources

OHR Web page

<u>Arizona Administrative Code</u> (R9-21)

A.R.S. (COT/COE), Articles 4 & 5, 520-544

A.R.S. 36-509 Confidential Records

AHCCCS OIFA

Behavioral Health Covered Services

AHCCCS Health Plans Contact Info

AHCCCS Related Acronyms and AHCCCS
Contract and Policy Dictionary

SMI Appeals/ACOM 444

SMI Grievance and Investigations/ACOM 446

AHCCCS Contract and Policy Dictionary

Arizona Revised Statues: Guardianship of Incapacitated Adults

ACOM 417: Appointment Availability and Transportation Timeliness.











Upcoming Forums and Trainings

Steve Leibensperger
OIFA, Foster Care Community Liaison



Upcoming Forums and Events

Olmstead Plan Community Forums:

Mon., 8/29, 9:00 a.m. - 10:30 a.m. Register in Advance;

Tues., 8/30, 5:00 - 6:30 Register in Advance

Jacob's Law Training for Foster/Kinship/Adoptive Community:

Every 1st Tuesday @ 10:00 a.m., and 3rd Friday @ 1:00 p.m. Register in Advance

AHCCCS Hot Topics:

Occurs at noon - 30 min event; Upcoming dates Sept 20, Nov 21, Dec 19

AHCCCS Community Forum:

Mon., 10/17, 10:00 a.m. - 12:00 p.m. Register in Advance



Upcoming AHCCCS Advocacy Training

Register for upcoming trainings by clicking on the name of the course.

Inpatient Treatment and Discharge Planning for Individuals with a Serious Mental Illness	9/22/2022
The Grievance and Appeals Process for Individuals Living with a Serious Mental Illness	10/27/2022
The Power of Collaboration and Advocacy for Individuals Living with a Serious Mental Illness	12/8/2022
Why Assess for Special Assistance for Individuals Living with a Serious Mental Illness	1/26/2023



Follow & Support AHCCCS on Social Media









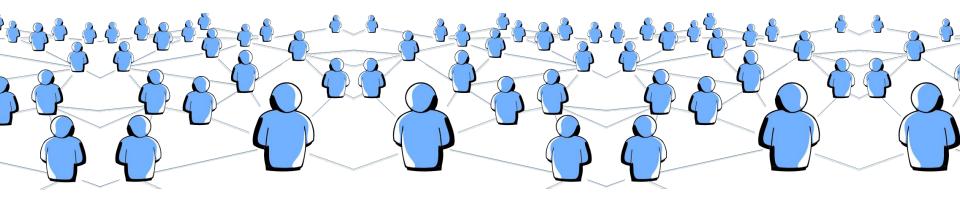
Handle: @AHCCCSgov

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Handle: @AHCCCSGov

Handle: @AHCCCS

Channel: **AHCCCSgov**





Questions?



Thank you

