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Division of Disability and Rehabilitative Services
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To: Division of Disability and Rehabilitative Services, Bureau of Developmental Disabilities Services Providers, Case Managers, and BDDS Staff

From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services

Re: Information Technology System Changes Update

Date: April 2, 2018

As previously communicated, throughout 2018, the Bureau of Developmental Disabilities Services (BDDS) will be implementing various changes to its information technology systems through a staged roll out process. On February 28, 2018, phase one of the transition from Advocare to the BDDS Portal was successfully implemented when the BDDS Portal became accessible for case managers and BDDS staff. Phase two was completed on March 12, with BDDS utilizing the JIRA Help Desk Web Portal for all help desk ticketing for BDDS staff, case management companies and BDDS providers. The next stage is to roll-out the Person Centered Individual Support Plan (PCISP) within the BDDS Portal.

Phase Three: Implementation of the Person Centered Individualized Support Plan

Continuing with our efforts to improve the Person Centered Planning approach, The PCISP system will be available for all case managers on April 5, to begin entry of the key components of the PCISP. The PCISP will support individuals and families in designing meaningful plans to encourage effective supports and services to get individuals closer to their definition of a good life. This initial entry phase is being offered to assist case managers in entry of existing plan information they compiled during the transition from the Individualized Support Plan (ISP) to the PCISP. Case managers who chose to enter PCISPs beginning April 5, will need to ensure all required data fields are completed as the 'Finalize' function will not be accessible until April 16.

The week of April 16, the PCISP will have the capability of being finalized by the case manager. Before finalizing a PCISP, the case manager must ensure the information in the profile information in the BDDS Portal is complete and current. The PCISP will not be able to be finalized until all required profile information fields have been completed in the BDDS Portal. Any missing required information will be flagged for the case manager to complete before the plan finalization function will process the PCISP for creation of the PDF report of the plan.

All case managers will be responsible for providing the finalized PDF copy of the PCISP to the IST until further functionality for distribution is available through the BDDS Portal.



When the PCISP is implemented the ISP will no longer be accessible in INsite. However, a PDF copy of the last finalized ISP in INsite will be saved to the individual's document library under the category of Historical Docs, sub-type ISP.

DDRS has also posted the Person Centered Individualized Support Plan (PCISP) Guide located on the [Person Centered Planning through the Person Centered Planning through the LifeCourse webpage](#). This guide provides direction specific to the PCISP.