![pennsylvania DEPARTMENT OF HUMAN SERVICES]

Updated Process and Resource for Adult Autism Waiver (AAW) Specialized Skill Development (SSD): Behavioral Specialist Plan Development process
ODP Announcement 24-012

AUDIENCE:

AAW Specialized Skill Development: Behavioral Specialist Providers

AAW Support Coordination Organizations

PURPOSE:

To notify stakeholders of the updated process and infographic for *Specialized Skill Development (SSD)- Behavioral Support Plan (BSP)/ Crisis Intervention Plan (CIP) Development*.

DISCUSSION:

In order to ensure necessary steps and documents for SSD-BSP Development are completed and align with one another, the Office of Developmental Programs- Bureau of Supports for Autism and Special Populations (ODP-BSASP) has developed a new infographic that can be referenced during the SSD-BSP development process. While most of the steps are the same, there are new steps included within the updated SSD-BSP development process.

The updated process includes these new steps:

- **If the Behavioral Specialist (BS) does not have Home and Community Services Information System (HCSIS) rights to enter the BSP/ CIP into HCSIS at the time**

of the BSP/CIP completion, the BS must submit the BSP/ CIP on the [Sample BSP](#) [HCSIS Screen Template.](#) The *Sample BSP HCSIS Screen Template* will <u>not</u> be accepted if the BS is able to enter the BSP/CIP in HCSIS.CIP in HCSIS.

- **All communication about BSP/CIP Plan submissions and revisions will come to ODP/BSASP through the Support Coordinator (SC).** As a result, it is expected that the Behavioral Specialist send all updates to the SC to communicate with ODP-BSASP on their behalf.

- **The BS will send the following information to the SC when SSD-BSP Development process is completed, and the BSP/CIP is entered into HCSIS:**
  - Name and email address of the BS who wrote the Functional Behavioral Assessment (FBA), BSP, CIP, and Goal Attainment Scaling (GAS) chart(s),
  - FBA summary,
  - GAS charts for each Desired Behavioral Outcome (DBO),
  - *Sample BSP HCSIS Screen template*, if applicable,
  - Number of requested hours/units for SSD-BS Consult and Direct (including the requested frequency and duration).

- **The SC will add the following information to the "Comments" section of the BS FBA Plan Development service line in the HCSIS service details screen:**
  - Name and email address of the BS who wrote the FBA, BSP, CIP, and GAS chart(s),
  - If the BS had to submit the BSP/CIP on the *Sample BSP HCSIS Screen Template* due to insufficient rights in HCSIS, that should also be noted here.

- **The SC notification email to ODP-BSASP of BSP/CIP submission must include:**
  - FBA summary

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

- GAS chart(s) for each DBO

- *Sample BSP HCSIS Screen Template*, if applicable

- Requested hours/units for BS *Consult* and *Direct* (including the requested frequency and duration)

- **SCs must ensure that the BS Goals and Objectives entered into HCSIS and the BS GAS charts match the ODP-BSASP approved DBOs** exactly**.** The approved DBOs can be found in the BSP/CIP approval email, which will be sent to the SC after the ODP-BSASP clinical team has completed their review of the BSP/CIP. **If the BS Goals and Objectives entered into HCSIS do not match the approved DBOs, the ISP will be rejected.**

  NOTE: The requirement that Goals and Objectives match DBOs will also be checked by ODP-BSASP Regional Office Representatives during the Annual Review Plan approval process. **If the BS makes any updates to the BSP during the plan year, it is expected that SCs also update the goals and objectives to align with the DBOs.**

This infographic is designed to be used as a service guidance resource for Supports Coordinators and Behavioral Specialists. The updated training and resources can be found here.

All AAW Support Coordinators and AAW Behavioral Specialists are expected to follow this new process beginning 1/23/2024.

Please note: Previous versions of the BSP infographic and process were released during an ODP Virtual Office Hours (VOH) presentation on 10/13/2023. The documents released during this VOH are no longer current and any copies should be discarded.

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

QUESTIONS:

Please send any questions, including any problems accessing the attachment, to the Provider Support mailbox at *Ra-basprovidersupprt@pa.gov* .

Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.