

## Revisions to SC Individual Monitoring Tool for AAW Supports Coordinators

### ODP Announcement 19-153

#### AUDIENCE:

Adult Autism Waiver (AAW) Supports Coordination Organizations (SCOs) and Supports Coordinators (SCs) and SC Supervisors

#### PURPOSE:

To explain revisions that were made to the AAW SC Individual Monitoring Tool in the Home and Community Information System (HCSIS) that go into effect on December 7, 2019.

#### DISCUSSION:

The AAW requires SCs to complete individual monitoring at least quarterly. There have been some revisions made to the current SC Individual Monitoring Tool in HCSIS.

Effective December 7, 2019 the following changes will be made to the AAW SC Individual Monitoring Tool in HCSIS:

- A new question has been added related to the individual's right to be free from abuse, neglect, and exploitation: "Was the individual/surrogate advised of the right to be free from abuse, neglect and exploitation in a location where she or he feels comfortable disclosing concerns AND information was provided as to whom and how to report abuse, neglect, and exploitation?" Per [ODP Announcement 19-094: Expectations for AAW SCs Regarding the Right to be Free from Abuse](#), SCs are required to review and complete the Right to Report Abuse Notification handout annually with all individuals. The Right to Report Abuse Notification handout must be completed during one of the quarterly in-person

monitoring visits. A date box has also been added to capture the date the SC provided the information to the individual. BSASP originally required the SC to record the action in a Service Note in HCSIS, but this is no longer required and will now be verified by answering the related question in the SC Individual Monitoring Tool. All the remaining expectations outlined in ODP Announcement 19-094 are still required to be followed by the SC.

- Revisions to the employment questions and addition of configurable screen to populate the proceeding questions only if there is a “yes” answer to either the participant being competitively employed or self-employed. The remaining questions will also be mandatory if the answer is “yes” to either of those questions.
- The Participant Satisfaction section has new questions to align questions across ODP and to address individual rights brought forward by the Chapter 6100 regulations.

**BSASP will be holding a webinar on December 2, 2019 from 11am – 12pm to review all of the changes being made to the SC Individual Monitoring Tool.** To register for the webinar, use this link:

<https://attendee.gotowebinar.com/register/1988157118635310604>

Information about this webinar is also included in [ODP Announcement 19-151: ODP’s Virtual Training Offerings December 2019](#). All the BSASP-related documents will also be updated in LMS and on MyODP to reflect these changes.

**INQUIRIES REGARDING THIS COMMUNICATION:**

Please direct questions regarding this announcement to the appropriate BSASP Regional Office.