

**ICF Implementation Worksheet for OhioISP: 2025 Training Topics**

Use this worksheet as an agency self-assessment tool to review your policies, procedures, and practices, looking for the following topics.

Things to consider:

* Updating internal procedures and practices
* Is there a need to update current plans, or phase in over upcoming quarters?
* Reference administrator training video and full-length OhioISP ICFs Training for details

**---------------------------------------------------------------**

**Transition from separate CFA to using OhioISP Discovery Assessment as CFA**

* + Use “Assessment Reminder Doc” or a similar tool when creating and reviewing plans to make sure functional details are comprehensive and up to date.

Agency updates to discuss (your own notes):

 **---------------------------------------------------------------**

**QA for Outcomes/Experiences**

* + Ensure outcome statements are always focused on “Important to” elements. In other words, the outcome itself always includes the person’s own goals. Programming that doesn’t connect to a personal goal is a service/support.

Agency updates to discuss (your own notes):

**QA for Risk Section**

* + “What support must look like, why the person needs this support” is filled out for any risks identified.
	+ Consider moving supervision needs not based on risk out of risk section, into services/supports
	+ If looking to summarize all supervision needs in one place, consider listing in Introduction Section under “How to support”

Agency updates to discuss (your own notes):

**---------------------------------------------------------------**

**DSP training on individual plans: best practices**

* + Are you training DSPs on the entire OhioISP, including the assessment? That is likely creating “information overload.” Work toward training DSPs on the Plan, but not the discovery assessment. Move toward using each component of the OhioISP (assessment, plan, introduction) to direct important information to the appropriate audience:
		- Discovery Assessment maintains important historical information and meets planning needs that do not affect day-to-day support.
		- Introduction section conveys essential information to DSPs on a typical day.
		- Plan section describes the personalized ICF programming and services.
	+ Audit individual plans to assure that all supports needed appear in the plan section

Agency updates to discuss (your own notes):

**---------------------------------------------------------------**

**OhioISP Section Alignment**

* + Everything that appears in the Plan is based on information gathered in the Discovery Assessment.
	+ The Introduction section is a summary – everything there also appears in the appropriate section of the Plan (outcome, service/support, risk section, etc)

Agency updates to discuss (your own notes):

**Links to Pertinent Resources:**

|  |  |
| --- | --- |
| All curriculum and resources created for this project | <https://www.milestones.org/services/ohio-isp> *(temporary location for 2025)* |
| I[CF Sortable Crosswalk for W-Tags and OhioISP](https://dodd.ohio.gov/compliance/oisp/resources/Crosswalk_Sort) | <https://dodd.ohio.gov/compliance/oisp/resources/Crosswalk_Sort>  |
| [Frequently Asked Questions](https://dodd.ohio.gov/compliance/oisp/resources/OhioISP_FAQ) | <https://dodd.ohio.gov/compliance/oisp/resources/OhioISP_FAQ>  |
| OhioISP website front page | <https://dodd.ohio.gov/compliance/oisp>  |
| Access instructions | <https://dodd.ohio.gov/compliance/oisp/resources/accessingohioisp>  |
| Release updates & notes about updates in the works | [https://dodd.ohio.gov/compliance/oisp/OhioISP+Release+Update](https://dodd.ohio.gov/compliance/oisp/OhioISP%2BRelease%2BUpdate) |