

DD ISP Submission Requirements				
Scenario – Individual does this:	ISP Requirement	Timeframe	What to Submit	Notes
Enters the system and selects an agency	Interim ISP	Valid for 90 days	DD Interim ISP Plan Template in Therap	The DD Interim ISP template is the plan. A separate scanned plan should not be done. The PO is a required external attachment. Include other attachments as needed, e.g. discharge notes, behavior plan, etc.
Needs Emergency Respite	Interim ISP	Valid for 90 days	DD Interim ISP Plan Template in Therap	
Has an emergency group home or SLA placement and/or is discharged from long-term hospitalization	Interim ISP	Valid for 90 days	DD Interim ISP Plan Template in Therap	
Submits annual plan	New Plan	Requested* 45 days before plan year start date.	In the ISP Plan Module in Therap, attach a PDF of the written plan under External Attachments. Also attach PO, ISP Attachment Form, and other needed documents. Complete ATE for Employment under the Action Plan.	
Changes agency and carries over plan	ISP Amendment Form	Requested* 30 days before change is implemented.	ISP Amendment Form and new PO attached to the current ISP in Therap	Plan year start/end dates do not change.
Adds a new agency to existing plan	ISP Amendment Form	Requested* 30 days before change is implemented.	ISP Amendment Form and new PO attached to the current ISP in Therap	Plan year start/end dates do not change.
Adds a goal, service, or purchase to existing plan	ISP Amendment Form	Requested* 30 days before change is implemented.	ISP Amendment Form and new PO attached to the current ISP in Therap	Plan year start/end dates do not change.
Submits an emergency Plan Change	ISP Amendment Form	As soon as possible after approval by DD Senior Staff	ISP Amendment Form and new PO attached to the current ISP in Therap; also attach copy of approval by senior staff	Plan year start/end dates do not change.
Submits a revised Purchase Order	ISP Amendment Form	Submit as needed	ISP Amendment Form and new PO attached to the current ISP in Therap	Plan year start/end dates do not change.
Submits a new plan within a plan year	New Plan	Submit as needed	Attach new plan and PO to current ISP in Therap	Plan year start/end dates do not change.
S106/S107 or S109/S110 funding approval	No action needed	Fiscal generates S107/S110 letter and generates the authorization	Fiscal will attach letter to ISP in Therap	

\* Submissions are requested in advance to give time for processing before a change takes effect. Submissions with less advance time will be accepted but there may be a delay in processing and payments.

NOTE: Plan year start and end dates do not change unless there has been a gap in services, e.g. a plan year ends on 1/31/2022 but the new plan is not signed until 3/6/2022. There was no plan in place for February so the plan year can reset to start on 3/1/2022 and end 2/28/2023. A plan can be effective as of the 1st of the month in which it is signed. Plans cannot be backdated to prior months without written justification and DD senior staff approval.