1) The Individual Program Plan (IPP) requires the *Consumer Profile*, *CDER, Medical Section*, and *POS'* to be updated in order to ensure that the IPP displays current consumer information. The IPP will display in detail a summary of the Consumer Profile, all Medical Section information, the CDER's Diagnostic information, Evaluation Element Deficits and Historical MW Narratives, as well as existing POS Authorizations. The POS authorization requires the IPP tab in the POS form to be filled in correctly.

Identifying Info	Services	Health and Safety	Skills Demonstrated in Daily Life	Challenging Behaviors	Physical and Social Environment
Community and Social Life		Living Arrangements	Legal	Consumer Survey	Financial	Residential Review	Finalize/Signature

Assessments	Information	Medication	Medical Visit	Doctors

ESR/DDS

ESR Report

CDER - Client Development Evaluation Report

2) The IPP includes the following sections:

Identifying Information
Services
Health and Safety
Skills Demonstrated in Daily Life
Challenging Behaviors
Physical and Social Environment
Community and Social Life
Living Arrangements
Legal
Consumer Survey
Financial
Residential Review

Identifying Info	Services	Health and Safety	Skills Demonstrated in Daily Life	Challenging Behaviors	Physical and Social Environment
Community and Social Life		Living Arrangements	Legal	Consumer Survey	Financial	Residential Review	Finalize/Signature

3) Each section has a Current Status field and Desired Outcome function.

Add

DESIRED OUTCOME & PLAN LIST

Current Status:

Spell Check

Next >>

KeaSystems

4) For each section of the IPP certain CDER information, CDER Deficits, Historical MW Narratives, and Authorized POS' may be displayed in detail and will require outcomes to be completed. Prior to moving to a new section in the IPP all required deficits and POS' must be reviewed and certified that an outcome(s) was/were developed or were not required for each section. By clicking the　Next >>　Next box and agreeing to the terms under each section the system will then allow the writer to move to the next section. The system will not allow movement within certain IPP sections until each and every section is complete.

5) Each Desired Outcome can be developed by clicking the [Add] add button. The IPP will allow the writer to develop their own Desired Outcome Plans or can choose to utilize automated Desired Outcomes Plans.

6) For both automated and manual Desired Outcome plans the system requires the writer to enter the Desired Outcome statement and Period of Services. A list of automated plans is accessible by clicking the [Select] select button and pasting the plan. The manual Desired Outcome Plan is available by clicking on the green cross buttons to add a field for each heading of the plan. Once the Desired Outcome Plan is complete the save button must be clicked. After the Desired Outcome is saved the writer can click the [Edit] edit button to edit any plan or the [Delete] delete button to delete an outcome at any time prior to finalizing and entering a digital signature.

7) Each section of the IPP has a [?] button. By clicking the [?] button under each section a pop up window will appear displaying Outcome Development Information to assist the writer with tips on developing outcomes.

8) After the IPP is saved any automated section must be **Refreshed** (🔄) if a section requires a change or update in order for the updated information to appear in that section.

9) When the IPP is complete the writer must digitally sign and submit the IPP to the Program Manager for approval. Once the IPP is submitted editing the IPP will not be allowed. The Program Manager will need to return the IPP in order to edit the IPP. Any returned IPPs must be edited, resigned, and resubmitted until the IPP is approved.

10) Any unapproved IPPs will be found in the "To Do List"

These instructions are available any time during the IPP development process by clicking on the "Instructions" button.