

Important Initials to Know

DDD

Nebraska Department of Health and Human Services, Division of Developmental Disabilities

IBA

Individual Budget Amount: a participant's budget to pay for services.

ICAP

Inventory for Client & Agency Planning: the assessment used.

ISP

Individual Support Plan: a participant's person-centered plan.

OAP

Objective Assessment Process: the process to determine budget.

Tips for Interviewees

When you are interviewed keep in mind the ICAP is designed to decide a participant's need for supports. The ICAP is a needs-based assessment, not a strength-based assessment. This means we assess how the participant would do the task if they had no supervision.

When you rate an item, consider what support and reminders are given. Sometimes you may forget how much assistance you provide because you give it every day. When rating the participant, you must consider how he/she would do with no supervision or help. How would they do if you were gone for the day?

When you do not understand the rating scale or a question, tell the person interviewing you. You can ask questions. The person completing the ICAP is there to help you answer correctly. This person cannot tell you what your answer should be.

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Developmental Disabilities (DD) Waiver Services

Assessment & Budgeting

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DEPT. OF HEALTH AND HUMAN SERVICES

"Helping People Live Better Lives"

The Objective Assessment Process (OAP) and Budget

The objective assessment process is used to determine the participant's annual individual budget amount. Under state law, [Neb. Rev. Stat. 83-1216\(1\)](#), DHHS must use an objective assessment process to determine a participant's funding amount to pay for their Medicaid Home and Community-Based Services (HCBS) Developmental Disabilities Waiver services.

Results from the objective assessment process are translated into the participant's individual budget amount (IBA). The budget is the maximum funding amount available to a participant each waiver year.

The budget is determined based on the objective assessment process. The individual budget amount is determined before a participant's first individual support plan (ISP) meeting is held. The objective assessment process is meant to calculate the same funding amount for eligible people with similar skills and abilities.

The objective assessment process is completed when a person is new to services and every two years when receiving services.

A participant's guardian may not be interviewed when the guardian does not match the criteria. A guardian will be notified of the upcoming ICAP. When the guardian says they would like to observe or participate in an ICAP interview, they may participate.

The Inventory for Client and Agency Planning (ICAP)

The inventory for client and agency planning (ICAP) is the assessment used to measure a person's needs, skills, and abilities for the objective assessment process.

The ICAP is a nationally recognized assessment. Nebraska uses it to make sure funding is given according to need.

The ICAP measures four categories of adaptive skills:

- Motor Skills
- Social and Communication Skills
- Personal Living Skills
- Community Living Skills

The ICAP measures eight categories of problem behavior:

- Hurtful to Self
- Hurtful to Others
- Destructive to Property
- Disruptive Behavior
- Unusual/Repetitive Habits
- Socially Offensive Behavior
- Withdrawal or Inattentive Behavior
- Uncooperative Behavior

Completing the ICAP

The ICAP is completed with input from people who know the participant best. This is done by interviewing people. Interviews may be done with a participant's teacher, para-educator, family, provider staff, and others.

You may be interviewed during the ICAP process if you:

- 1 Have known the participant for at least three months. The longer you have known the person, the more you know about their skills.
- 2 See the participant regularly throughout the week. You may provide direct paid or natural support to the person.

The person completing the ICAP reviews documents such as school records, program data, medical records, legal documents, and provider assessments. This person is trained to score the ICAP based on interviews and documents. State standards and practices are outlined in an ICAP manual.

The ICAP is entered in a computer program that calculates the score. This score determines the budget. When the ICAP results in a change to the budget, the Service Coordinator shares this amount with the participant and develops the service plan.