20 Basic Rules for your ISA

CMS Standards or Regulatory Requirements in Plain Language

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#1 Your ISA must be made through a person-centered planning process

#2 The person-centered planning process is driven by YOU
#3 You Decide Who Will Be At Your ISA Meeting.

#4 You decide what day and time to meet to make your plan. You decide where to hold the meeting.
#5 You must get the information and support you need to be in charge of your ISA meetings as much as possible
#6 Your ISA should include what is important to you when it comes to your cultural background.
#7 Your ISA must be in Plain language. It must use words you understand.

#8 Figure out what steps you will take when the people at your meeting do not agree.
#9 At your ISA, you are given choices about what services and supports you will get. Also who will provide those services.

#10 You can change your plan whenever you want to.
#11 Your plan must include what is important to you. It must respect your dreams and goals.

#12 It must describe what you are good at. The plan is built around the things you are good at, and the things you want in your life.
#13 Most of the time people pick an agency to give them services. Sometimes a person hires their staff. This is called self-directed. People helping you make a plan must tell you about self-direction. You plan must say if you are self-directing any part or all of your services.

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#14 Your plan includes many different goals. It says your choices, what you like and want for:

- relationships
- community participation
- employment
- income and savings
- healthcare
- wellness
- education
#15 Your ISA describes any risks. That means the problems or bad things that could happen to you. Your plan says what will be done to keep you safe.

If you want to take a risk, certain things are harder, It should be up to us. Life is full of risks.
#16 Your plan includes the names of all the people involved. The people paid to work with you and people who are not paid.

#17 Your plan is signed by you and each person helping with your plan. All involved must get a copy to read and understand it.
#18 Your plan has to show that you live in the community. Your plan has to show that you choose where you live. Your plan has to show how your services help you meet your needs and goals.

You can be out in the community, have friends, manage their money and get services just like anyone who is not getting services.
#19 At your ISA meetings, they have to talk about employment.

Your meeting must talk about giving you the opportunity to find a job that you like.
#20 Informed Consent. This means you have the right to know what is in your plan. You have the right to make decisions about what is in your plan. You have the right to decide yes or no.