INFORMATION MEMORANDUM

TO: Directors, State Administering Agency(ies)
    Directors, State Planning Councils
    Chairpersons, State Planning Councils
    Directors, Protection and Advocacy Program

SUBJECT: Individualized Habilitation Plan (IHP)

LEGAL AND RELATED REFERENCES: The Developmental Disabilities Act of 1984, Public Law 98-527

CONTENT: This Information Memorandum outlines the major provisions of the Developmental Disabilities Act of 1984, Public Law 98-527, relative to the Individualized Habilitation Plan (IHP).

REQUIREMENTS

Section 123(a) of the Act specifies that as a condition of receipt of Basic State Formula Grant Funds that the State must assure that each program, (including any agency, facility, or project) which receives funds has in effect, an individualized habilitation plan (IHP) for each developmentally disabled person served under the program, and that each IHP must:

○ be in writing (Sec. 123(b)(1));

○ be developed jointly by a representative(s) of the program primarily responsible for service delivery or coordinating the delivery of services to the person for whom the plan is established, the person, and where appropriate, his or her guardian or other designated representative (Sec. 123(b)(2));
o contain a statement of long term habilitation goals for the person and the intermediate objectives for the attainment of the goals, which should include the increase or support of independence, productivity and integration into the community for the person. Such objectives shall be stated specifically and in sequence and shall be expressed in behavioral or other terms that provide measurable indices of progress (Sec. 123(b)(3));

o describe how the objectives will be achieved, and the barriers that might interfere with the achievement of them (Sec. 123(b)(3));

o state an objective criteria and an evaluation procedure and schedule for determining whether such objectives and goals are being achieved (Sec. 123(b)(3));

o provide for a program coordinator who will be responsible for the implementation of the plan (Sec. 123(b)(3));

o contain a statement (in readily understandable form) of specific habilitation services to be provided, identify each agency which will deliver such services, describe the personnel (and their qualifications) necessary for the provision of such services, and specify the date of initiation of each service and the anticipated duration of each such service (Sec. 123(b)(4));

o specify the role and objectives of all parties to the implementation of the plan (Sec. 123(b)(5)); and

o be reviewed at least annually by the agency responsible for the delivery or coordination of services and the client with (as appropriate) his or her designated representative (Sec. 123(c)).

INQUIRIES TO : Appropriate ADD Regional Program Director

EASTERN REGION
Contact : Mr. Edward Vreeswyk
          Regional Program Director
          3535 Market Street
          Philadelphia, Pennsylvania 19101
          Telephone: (215) 596-1224

SOUTHERN REGION
States : Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, Texas
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          Regional Program Director
          1200 Main Tower, 20th Floor, Room 2000
          Dallas, Texas 75202
          Telephone: (214) 767-2633

MIDWESTERN REGION
States : Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Missouri, Montana, Nebraska, North Dakota, Ohio, South Dakota, Utah, Wisconsin, Wyoming
Contact : Mr. Danny Sakata
          Regional Program Director
          601 East 12th Street
          Kansas City, Missouri 64106
          Telephone: (816) 374-5211
WESTERN REGION

States: Alaska, Arizona, California, Guam, Hawaii, Idaho, Nevada, Northern Marianna Island, Oregon, American Samoa, Trust Territory of Pacific Islands, Washington

Contact: Mr. Richard Silva
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50 United Nations Plaza, Room 483
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Jean K. Elber, Ph.D.
Commissioner
Administration on Developmental Disabilities

cc: Regional Administrators, Regions III, VI, VII, and IX
Regional Program Directors, ADD, HDS, Regions III, VI, VII, and IX
Regional Directors, Office of Fiscal Operations, Regions III, VI, VII, and IX