



Department of Public Health and Human Services

Developmental Services Division ♦ Developmental Disabilities Program ♦ 111 N. Sanders Rm 305

♦ PO Box 4210 ♦ Helena, MT 59604-4210 ♦ Voice: 406-444-2995 ♦ Fax: 406-444-0230

Steve Bullock, Governor

Sheila Hogan, Director

DEVELOPMENTAL DISABILITIES PROGRAM

MEMO

TO: Targeted Case Managers, Contracted Providers, DDP Regional Offices

FROM: Novelene Martin, Bureau Chief

RE: Personal Support Plan (PSP) Timelines

DATE: August 1, 2018

0208 Comprehensive Waiver recipients receive services as developed by teams through a plan of care, more commonly referred to as a Personal Support Plan (PSP). One requirement of a PSP is that it must be reviewed and updated annually. The Administrative Rules of Montana (ARM) 37.34.1102, (5) states “the PSP team must conduct an annual PSP meeting with the person within the same month as the person’s last annual PSP meeting.” The 0208 Comprehensive Waiver approved by the Center for Medicare and Medicaid Services (CMS) also states the PSP will be updated annually.

While it is acceptable to conduct an annual PSP for less than 12 months from the previous annual PSP, it is not permissible to extend a PSP beyond 12 months, even at the request of the member or legal representative. If an annual PSP is moved to an earlier month the new PSP date reflects the month due the following year thus ensuring a plan of care is updated annually.

Inability of the member or legal representative to participate in the annual PSP meeting is addressed in ARM 37.34.1107, (2): “If the person or a legal representative is unable to participate in the PSP meeting, the case manager must document the reasons for the absence and subsequently submit the plan of care to the person or legal representative for their review. The person or their legal representative may request that the team meet to consider any objections that they may have.”

Comprehensive guidance regarding timelines, components, and other PSP requirements may be found by reviewing [Subchapter 11 of the ARMs](#), the [CMS Approved 0208 Comprehensive Waiver](#), and the [PSP Procedure Manual](#).