

# **Completing Your IRIS Support and Service Plan (ISSP): A Simple Overview ... January, 2018 Dennis Harkins and Lynn Breedlove**

Your IRIS Consultant Agency (ICA) will have its own way of getting to know you. Once they do they will help you complete **your** IRIS Support and Service Plan (ISSP) with you and with your legal representative and anyone else you would like to assist you. We emphasize “**your**” to be clear that even though your ICA will complete and approve your plan within the prescribed format described below, they will do so by listening to you, and helping you translate your needs and how you desire to meet your needs into the ISSP document.

Here is an overview of the sequential state-required structure of your ISSP. Your IRIS Consultant (IC) knows this process and will help you by entering information from you, for you, and with you within the following categories of the IRIS information system:

**Domain:** Refers to different parts of your life in which you need help. Information for your plan will be organized within each of these 6 areas that the IRIS Program has created:

- Community membership;
- Control over transportation;
- Employment;
- Having a place of one’s own;
- Health and safety;
- Relationships.

**Outcome:** Refers to important goals of yours. Within each domain, describe as many desired outcomes as you would like for what is important to you within that domain.

**Strategy:** Within each outcome, describe as many strategies to meet that outcome as you would like.

**Support or service:** Within each strategy, describe the supports or services you choose to successfully meet that strategy.

**Source of funding:** Within each support or service, list the source of funding, including sources other than IRIS (DVR for example).

**Service Code:** Every paid service in IRIS must be assigned to a specific service code. Your IC will add the appropriate code for each service funded by IRIS.

**Units, rates, frequency of support or service, provider:** Your IC will help identify each of these for each provider you select.

Your ICA is responsible for approving your plan, once completed. The plan is not reviewed and approved by the Wisconsin DHS, unless you request a Budget Amendment. If a Budget Amendment is required for a particular service, your ICA will submit that request for DHS review and approval.

Your IC will share all documents completed on your behalf for your review **prior** to submission or approval, and give you a copy of your approved plan.