

Did you Know?

SC/PA Annual ONA Guidance February 2022

COVID-19 Related Information -

See: [Developmental Disabilities Worker Guide](#)

General Annual ONA Guidance:

New Website

The new resource website is located at: [Case Manager Toolkit](#)

Accurate ONAs

- It is important that the ONA accurately reflects the support needed.
- Each section must be reviewed carefully to ensure support needs are captured accurately.
- If notes are edited/added, ensure the notes support the coding.

Who Should Attend the ONA Meeting?

- The interview should include only those people the individual chooses to participate with guidance from the ISP team if needed.
- The guardian must be invited but is not required to attend. The assessor should confirm that the guardian was invited to the interview.
- The Service Coordinator (SC) or Personal Agent (PA) should ask the individual to talk about people who are important to them.
- The SC/PA should help the individual choose appropriate people to be at the ONA interview. This could include: Service providers; employment/Voc. providers; family; friends; neighbors; persons who provide emotional, physical, financial, or other types of support; behavior specialists; and medical professionals who provide care and/or oversight.
- There is no minimum or maximum amount of people who must attend the assessment interview. The individual can choose to have nobody present but themselves. The assessor can follow up with others later.

During the Interview

- Gather the information needed in a conversational, person-centered manner
- There's no need to ask about personal care items such as toileting to an individual if you know they are independent with personal care items and their support needs haven't changed.

Complete All Annual Assessment Steps

Within 30 days you must:

- Create the ONA draft
- Review the files
- Conduct an assessment interview
- Submit the ONA prior to expiration date

eXPRS - known Issues

- The coding for psychiatric therapies continues to occasionally disappear from the list of treatments and therapies
 - Ask a certified assessor to enter the coding for the item so that the annual assessment can be submitted prior to the LOC/ONA expiration date.

Additional content:

Submit questions or suggestions for future topics to be addressed to:

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