**CAPTURING THE PERSON CENTERED SUPPORT PROCESS & PLAN   
FOR KATIE BECKETT ISC & CASE MANAGERS FOR TENNESSEE DIDD**

**STEP #1: OVERSIGHT PROFILE**

* The person-centered planning process is done within the state oversight account (DIDD-TN). To begin, you must make sure that you are on your “Oversight Access” profile. If it is not your default profile, you’ll need to [Switch your Profile](https://help.therapservices.net/app/answers/detail/a_id/867/kw/switch%20profiles/session/L3RpbWUvMTY1MjcwMjU3Mi9nZW4vMTY1MjcwMjU3Mi9zaWQvZlVKZ2VHNXNrWXRlak1pWnNkY3BXdFZ5bm5RWElYRkNVTmhjRWJOSHZIWDVOUEVxbXBNV3RxNVFvOGFFd2ZybVI2cWZDc1VvQ1ZrV0pROEo0ekxBTzl0eW9DTTNLX0xsSUptUkZNWmQ0RFFORDdtWVJYTkswSyU3RVElMjElMjE%3D#UserProfile-SwitchProfile)

**STEP #2: THE INDIVIDUAL DEMOGRAPHIC FORM (IDF)**

1. [Review](https://help.therapservices.net/app/answers/detail/a_id/359) if necessary, the information on the Individual Data Form. The fields below cannot be changed in Therap. They must be updated by TennCare or SSI as detailed in this [document](https://www.therapservices.net/resources/tennessee/Updating-Addresses-in-Therap.pdf).
   1. Name
   2. Date of Birth
   3. Medicaid Number
   4. Social Security Number
   5. Phone Number
   6. Residential Address
   7. Mailing Address
2. Add Individual’s [Allergy Information](https://help.therapservices.net/app/answers/detail/a_id/359#IDF-AllergyProfile)
3. Add Individual’s [ICD-10 Diagnoses](https://help.therapservices.net/app/answers/detail/a_id/359#IDF-DiagnosisList) - please select Diagnosis Code F79 – Unspecified Intellectual Disabilities as Primary Diagnosis.
4. Add Individual’s [Contact List](https://help.therapservices.net/app/answers/detail/a_id/359/kw/edit%20idf%20sections#IDF-ContactList) - please identify one HRA Cardholder from dropdown, if electing HRA services
5. Add [Team Members](https://help.therapservices.net/app/answers/detail/a_id/359#IDF-TeamMembers)
   1. Tag Legal Decision Maker(s)
6. Review and Update (if necessary) [Custom Fields](https://help.therapservices.net/app/answers/detail/a_id/359#IDF-CustomFields): Benefit Program, MCO and Region
7. Add Individual’s [Individual Details](https://help.therapservices.net/app/answers/detail/a_id/359/kw/edit%20idf%20sections#IDF-IndividualDetails)

**STEP #3: CREATE THE INDIVIDUAL SUPPORT PLAN**

1. Add requested services to the [Service Supports](https://help.therapservices.net/app/answers/detail/a_id/2685/kw/individual%20support%20plan#IndividualPlan-ServiceSupport)
2. Upload the DIDD Katie Beckett PCSP template and supporting documents to [Document Checklist](https://help.therapservices.net/app/answers/detail/a_id/2685/kw/individual%20support%20plan#IndividualPlan-DocumentChecklist)

**STEP #4:** [**SHARE THE INDIVIDUAL PLAN**](https://help.therapservices.net/app/answers/detail/a_id/2685) **WITH THE PERSON’S CIRCLE OF SUPPORT**

Use of [T-Notes](https://help.therapservices.net/app/answers/detail/a_id/1065/kw/t-notes/session/L3RpbWUvMTY1NDUzMTE5Ny9nZW4vMTY1NDUzMTE5Ny9zaWQvZlV2Vm9xV0FtaEM0b1lQakl2eUJFa1Nyc2xXcTh5X3k1Yl9iJTdFdTU4Zm1vZTVya2lLSVR3NE5MYmglN0VNMzlWb3A2VUxuSW5hQkJQOW9fRzhxYWh6amRsQTdNX1J6cEVDem9KUlV5dXh0WEhiTWxnNkRGeDZxdXBUdyUyMSUyMQ==) to communicate plan changes

**STEP #5:** [**SCOMM PLAN TO SUPERVISOR**](https://help.therapservices.net/app/answers/detail/a_id/2685) **WITHIN SYSTEM, IF NECESSARY**

**STEP #6 SUBMIT TO DIDD-TN PLAN REVIEWER**

* Send email to regional inbox with Therap Form ID number.