



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

DIVISION OF DISABILITY & REHABILITATIVE SERVICES
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Consumer Guide to OASIS: A Resource for Planning your Services

February 19, 2009

OASIS Allocation for: Consumer Name

Allocation Amount: \$XX.XXX.XX*

IPMG Intake Office

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The purpose of this guide is to help individuals that use the Developmental Disabilities (DD) or Autism (AU) waiver services to prepare their services. Please note in this document we refer to "you" as the person who is receiving waiver services. "You" can also refer to a guardian or caregiver for a person who is receiving waiver services.

Your person centered plan will be based on what is most important to you. You and your support team will work together to make many decisions about your needs and services. As the consumer you should choose both the services that you need and the agencies that will provide services to you. Your person centered plan will include all of the other things that affect your life, such as your abilities, your natural supports (the views of those who know and care about you), and the opportunities that may be possible using the funds that are available to you.

Planning ahead will help your team develop a plan that is focused on the outcomes you desire and what can be accomplished with your available funds. The amount of funding available to you through your waiver is called your "OASIS allocation".

Your OASIS allocation is listed below. Please review this entire guide to be sure you understand the steps you will take as you begin to receive services.

Your OASIS Allocation

**Your allocation is based upon an assessment of your needs as well as the availability of funds from the State of Indiana. Your allocation total may change from the amount shown in this letter if you have a change in your level of need or if the funding available from the state changes. If you have questions or concerns about your OASIS allocation or your assessment, please contact your IPMG case manager.*

Timing of Plan Submission

Decisions about your future can be tough to make and planning ahead is critical. Your partnership with your support team will help make your transition into services a success. Early planning allows time for you and your team to create a plan that meets your individual needs.

Interactive Budget Tool

Under OASIS, support plans are to be based on consumer choice and self-advocacy. In order to support you in making informed decisions, we have developed an Interactive Budget Tool (IBT). The IBT can assist you in planning the services that you believe will help you achieve your desired outcomes.

The IBT is a web-based software program that consumers receiving waiver services can use to create, store, and print their budgets. After creating a budget with the tool, you have the choice to E-mail or print a copy to share your identified service suggestions with your provider or members of your support team.

The IBT is available online at: <https://ddrsprovider.fssa.in.gov/BDDS/>

OASIS Review and Appeals

The process to start waiver services has been designed to support you every step of the way. If you and your team are not able to complete and submit your plan, you and your case manager will meet to discuss your options for moving forward. This may include submitting a request for OASIS Review or appeal.

What is OASIS Review?

The Division of Disability and Rehabilitative Services (DDRS) and BDDS developed 'OASIS Review' to support consumers in the waiver system. The OASIS Review process is a way to help resolve differences of opinion within your team regarding the use of your allocation.

What is the OASIS Review Process?

The OASIS Review process is in place to support you and your team when you are not able to come to an agreement regarding the use of your allocation. You can make a request for OASIS Review by contacting your case manager. Your case manager is responsible for submitting your request for OASIS Review to DDRS/BDDS.

What is an Appeal?

The appeal process is a way to help resolve differences of opinion within your team regarding your Notice of Action (NOA). Your OASIS Allocation is not appealable. You should contact your case manager if you have questions about your allocation or concerns about your approved waiver services. If you have tried other options, such as OASIS Review, your case manager should remind you about the appeal process that is available for you to use.

From the receipt of your NOA, you will have thirty (30) days to request an appeal with the Indiana Family and Social Services Administration (FSSA) Hearing and Appeals office. You do not have to wait

for the results of the OASIS Review before filing an appeal since you may use both OASIS Review and the appeal process at the same time. The formal appeal process is included with the NOA.

During the OASIS Review/Appeal process, will my services continue?

Yes. If you choose to request OASIS Review or appeal, your services should continue as approved on your most current NOA until a decision is made.

How do I request an Appeal?

The instructions for how to request an appeal are included in your NOA. The official document is called: *NOTICE OF RIGHT TO APPEAL*. You may contact your case manager or local BDDS office at any time to request a copy.

Who do I contact if I have more questions?

If you have questions or concerns about your OASIS allocation, completed assessment, OASIS Review, or the appeal process please contact the IPMG intake office:

Phone: 1-800-1-866-672-4764, extension 261

Email: IntakeHelp@ipmg.com

Website: www.gotoipmg.com

If you have questions about the OASIS process, please contact the OASIS-ICAP Help Line:

Phone: (317) 234-5222 or 1-888-527-0008

E-mail: OASIS-ICAPHelp@fssa.IN.gov

Website: www.ddrs.IN.gov