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 Commissioner

**M E M O R A N D U M**  
**24-DD-09**

**TO:** All DDD Providers

**FROM:** Kathy Sawyer, ADMH-DDD Associate Commissioner 

**DATE:** May 14, 2024

**RE:** Administration of the Inventory for Client and Agency Planning in the Intellectual Disability and Living at Home Waivers

This memorandum is provided as a follow up and clarification to my May 19, 2023, directive regarding administration of the Inventory for Client and Agency Planning (ICAP). Monica Abron, Health Systems Director, Medicaid, brought to my attention the need for this clarification based on recent audits conducted by Medicaid.

**Effective Immediately**

Inventory for Client and Agency Planning must be administered in accordance with the following guidelines:

- a. **During the intake and eligibility Process:** The ICAP must be administered prior to individuals being admitted to the waitlist.
- b. **Enrollment onto the Waiver (s):** if the previous ICAP was administered more than one year prior, individual must undergo the ICAP upon enrollment onto the waiver.
- c. **Annual Completion:** The ICAP must be completed within 90 days prior to redetermination.

The ICAP is to be administered and completed by the Support Coordinator who has completed the Alabama Department of Mental Health-Division of Developmental Disabilities (ADMH-DDD) approved ICAP training. ADMH-DDD will monitor to ensure validity and reliability of the ICAP on a quarterly basis.

Please share the above information with all key staff and Board members of your organization(s) as it will help to ensure your compliance with Home and Community Based Services (HCBS) and ADMH-DDD requirements going forward.

Attachments (May 19, 2023, Memorandum)

cc: Mattie Jackson, Alabama Medicaid Agency  
 Francilla Allen  
 Fredericka Orange  
 Vivian Warren  
 Monica Abron  
 Allie Ligon  
 Grayson Schemer

