

(RRDS LETTERHEAD)

Late Individual Service Report (ISR) Notification

Date:

Name of Agency Supervisor:

Name of Agency:

Address of Agency:

Dear _____,

The Individual Service Report (ISR) for Nursing Home Transition and Diversion (NHTD) waiver Participant, _____ is now late.

We recognize that many factors can contribute to not submitting the ISR in a timely manner. However, as you know, timely submission of the ISR to the Service Coordinator is imperative to assure the Service Plan is developed comprehensively and to avoid any delay in the provision of services to the participant.

Approval of service provision can not be issued until the required Service Plan is received and approved by the RRDS. In addition, the waiver participant may not be able to access needed services which may result in his/her inability to be maintained safely in the community.

Please submit the required ISR to the Service Coordinator within seven (7) calendar days of the date of this letter. To avoid notification to DOH Waiver Management staff and issuance of a Vendor Hold on your agency, the ISR must be received within this timeframe.

If you have any questions, please contact me at (_____) _____.

Sincerely,

Regional Resource Development Specialist