In conjunction with the work that has been done on the Thurston-Mason County Developmental Disabilities reporting forms, the County is providing the following reporting guidelines to document the timelines associated with reporting requirements.

**Initial Work Plans, ISP Plans and Six-Month Progress Reports**

- **Initial Work Plans** – Due within 30 days of the initial County Service Authorization start date.

- **ISP Plans** – Due approximately 60 days prior to the client’s next Individual Service Plan (ISP) date. In addition to serving as a six-month work plan, this report is timed to assist the Case Resource Manager during the individual’s annual assessment. The client’s next ISP date is used to establish each individual’s six-month reporting cycle.

- **Progress Reports** – Due six months prior to the ISP. The progress report should review the goals that were stated in the ISP Plan and discuss the progress made towards those goals.

Since DDA will be reviewing the most current Individual Work Plan that has been submitted for a client when determining whether or not to approve a Short-Term Employment Support or Exception to Rule request, it is extremely important that IWPs be submitted to County on a timely basis.