



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
**Person Centered Service Planning and
Annual Assessment Meeting**

CLIENT'S NAME AND ADDRESS

CLIENT REPRESENTATIVE'S NAME AND ADDRESS

Dear: _____,

It is time for your annual assessment and person centered service planning meeting. I will contact you soon, or you can contact me, to schedule a time to meet.

When I call, you can let me know when and where you would like your meeting held. If you choose somewhere other than your home, I am also required to schedule a time when I can visit you in your home.

During your meeting, we will follow your lead in learning about your goals and needs:

- You will have time to talk about your goals and desires before your case manager does an assessment of your support needs.
- You can invite anyone you want to be part of your meeting, including the person you feel knows you best. I may need to call anyone who currently provides services to ask for information about the supports they provide.
- Your plan will include your goals, paid services, and any other supports you choose to help you meet your goals.

Below are some resources that will help you prepare for the meeting:

- A simple one-page tool that you can use to help you think about your goals (included)
- Two brochures that explain Developmental Disabilities Administration services (included)
- An online person centered planning tool developed by the Developmental Disabilities Council and the Arc of Washington State: www.mylifeplan.guide
- Another website that may be of interest to you: www.lifecoursetools.com

Please contact me if you have any questions or concerns.

I look forward to meeting with you.

Thank you,

CASE MANAGER'S NAME

TELEPHONE

EMAIL ADDRESS

Enclosure: HCBS Waiver Brochure (DSHS 22-605)
Road Map to Services Brochure (DSHS 22-822)
One Page Profile

cc: Client File
NSA Representative

Instructions for Person Centered Service Planning Meeting and Annual Assessment Notice

When do I use this form?

You use this form to notify the client and the client's legal guardian or representative of the upcoming assessment and person centered service planning meeting at least 60 days prior to the end of the plan period.