

2018 - 2019 IP Approval Guidance Document

V.1

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**Overview:**

In preparation for the 2018 - 2019 contract year the DBHDD is requesting that providers submit 2018 - 2019 proposals and accompanying implementation plans. Both IPs and Proposals are to be completed no later than March 1 for RPS review and feedback.

Strategies will not change from last year! If you would like to propose a change of strategy, there are instructions on the proposal to do so.

Each provider will need to submit your proposal along with a PDF of your IP. Simply copy your current IP in ECCO and edit the duplicate IP for the 2018 - 2019 fiscal year. Pay careful attention to Part E. The Work Bundles, dates, and action steps will need to be adjusted.

You will submit your proposal and (draft) IP to your RPS by March 1

**Process:**

1. Complete your 2018 - 2019 proposal
2. Using the copy feature in Ecco to duplicate your 2017 - 2018 interventions (IP)
3. Make changes to the IP label, then save. Be sure to change the year to 2018-2019. You will need to add the community names.
4. Make needed changes to the IP Part A - E. Keep in mind that Part D scopes should not change unless with our the RPS approval. Most changes will occur in Part E as you make adjustment to the work-bundles and timelines. Keep in mind that the work bundle completion dates need to reflect the 2018 - 2019 fiscal year.
5. When the 2018 -2019 IP draft is complete, use the PDF option on the intervention marker to download your IP.
6. Send your draft IP with your proposal to your RPS Via Email.

The Progroup team will not make comments on Ecco about IP until the RPS has approved the proposal. O if you have any problems or concerns please submit an Ecco.

Thanks!

Progroup Team