**TO EXTEND an Individual Plan including (IP or IPS)**

**This process is to prevent any late Individual Plan’s.**

1. Communicate with team members and agree that the plan remains current (before it expires) and will remain in place. (The case manager does not act independently). If there is not team agreement a case manager can extend for 30 days until team schedules time to meet.
2. Update the LON…if it remains accurate clone and change date reviewed(prior to annual end date/month)
3. Document in the “For Extension Purposes Only” box at the bottom of the Summary of Supports and Services page of the Individual Plan the date it was agreed on that the plan is to be extended and the proposed meeting date. (Should be no more than 90 days.) Case Manager can sign in this box electronically.
4. Mark as “IP Extended” in eCamris **Individual Plan Dates** Menu to reflect the date the IP or IPS was extended on.
5. Write a case note in Electronic Case Note System to reflect the communication with the team, the review of the LON, the extension determination and the team’s intention to convene.
6. Tasks 1, 3, 4, and 5 occur on the same date. All dates for the IP Summary of Supports and Services, eCamris and case note should match.
7. Distribute copies of the new Summary of Supports and Services page and the updated LON to all team members.
8. eCamris will need to be updated for IP/IPS once NEXT planning meeting occurs.

All these steps must be done for the extension process to be considered completed.