

The following is guidance on when and how to complete the Virginia Informed Choice form

The **Virginia Informed Choice Form (VIC)** is required for individuals who are newly enrolled or currently have a DD Waiver. A copy of the signed document should be retained in the individual's file.

It is the Support Coordinators **responsibility to inform/discuss** with the individual and/or substitute decision-maker **all** Home and Community Based services available to them. This should be a discussion about the services that are available within the waiver received by the individual. All services should be discussed whether or not there are providers for the services in your area, and there should be a note documenting the conversation taking place. The Virginia Informed Choice form should reflect the conversation.

Support Coordinators provide individuals and/or their decision-makers the **Service Selection Guide** as a tool to help them understand the full range of services and providers available under the DD Waivers. The guide provides clear descriptions of the services under each DD Waiver type. By providing the guide in advance of the meeting (and reviewing during the informed choice process), the Support Coordinator ensures that the individual knows of all service options and can document options clearly.

Review and complete the VIC with the individual and/or substitute decision-maker (SDM) at the following times:

- **Annually**- This means no more than 12 months from the last Informed Choice Form

- **At Enrollment into the Developmental Disability (DD) Waivers:**

- Building Independence (BI)
- Family and Individual Supports (FIS)
- Community Living (CL)

All available Home and Community Based services should be discussed with the individual before assisting the individual with identifying the waiver services options for the services they have chosen. If a service is not offered, there should be a note explaining why.

- **When there is a request for a change in waiver provider(s)** –any time the individual and/or the substitute decision maker asks for a change in providers. This could be multiple times within the PC-ISP year.

- **When new services are requested**- anytime the individual and/or the substitute decision ask for a new service, this could be multiple times a year

- **When the individual wants to move to a new location:** -if the individual and/or the substitute decision maker want to move to a new location, **even** within the same provider.

- **When the individual is dissatisfied with the current provider**- if the individual and/or substitute decision maker are not satisfied with services, the support coordinator should discuss what is causing dissatisfaction, and if it cannot be resolved, then all services should be reviewed and a VIC completed.

- **When making a Regional Support Team (RST) referral for individuals with a DD Waiver**

For anyone needing a Regional Support Team Referral, submit the VIC with the RST Referral through the Waiver Management System at <https://www.wamsvirginia.org/>.