**Instructions for the Integrated Coverage Determination Notice (ICDN) Models**

According to the three-way contract, the FIDA-IDD Plan must notify a Participant when his/her Life Plan is finalized, renewed, or revised by the Interdisciplinary Team (IDT). The FIDA-IDD Plan is also required to provide notice to a Participant upon denial, in whole or in part, of a request for coverage outside of the Life Plan and upon discontinuation or reduction of a previously authorized course of treatment. In order to fulfill these notification requirements, the FIDA-IDD Plan should use the applicable Integrated Coverage Determination Notice (ICDN) model:

* Model 1: The FIDA-IDD Plan must send this model notice every time a Life Plan is finalized, updated with new services, or reauthorized without changes. This includes a Life Plan that is finalized by the IDT or the FIDA-IDD Plan. While there may be no overt or apparent denial, reduction, stoppage, or restriction in these cases, notice is still required in all instances. This notice informs the Participant about the new authorization and his or her appeal rights.
* Model 2: Sometimes the new Life Plan finalized by the IDT or the FIDA-IDD Plan, when compared to the Participant’s previous Life Plan, amounts to a denial, reduction, stoppage, or restriction in benefits. This model notice should be used when the Participant had a certain level of care recorded in his or her prior Life Plan and then the IDT or FIDA-IDD Plan denies, reduces, stops, or restricts at least one of the services in the new Life Plan.
* Model 3: In accordance with the three-way contract and the IDT Policy, the FIDA-IDD Plan or a Specialist may have the authority to authorize covered items and services outside of the Life Plan. This model notice should be used when the FIDA-IDD Plan or Specialist denies, reduces, stops, or restricts an item or service.

To determine whether a Participant’s initial FIDA-IDD Life Plan fits under Model 1 or Model 2, the FIDA-IDD Plan should see if the Participant had a preexisting service plan from FFS. If so, the FIDA-IDD Plan should compare the new FIDA-IDD Life Plan to the preexisting service plan. If there are any differences that amount to a denial, reduction, stoppage, or restriction in benefits, then the FIDA-IDD Plan should use Model 2 to communicate the decrease in benefits to the Participant. If there are no changes or an increase in benefits, the FIDA-IDD Plan should use Model 1.