

# The Inventory for Client and Agency Planning (ICAP®)

## Fact Sheet

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### **What is the ICAP?**

The ICAP is a comprehensive, structured instrument designed to assess the status, adaptive functioning and service needs of individuals with developmental disabilities.

### **What does the ICAP measure?**

The ICAP measures and identifies motor skills, personal living skills, community living skills, social and communication skills, broad independence as well as behavior.

### **Who should participate in the ICAP?**

Those attending the assessment are often referred to as respondents. To complete an ICAP assessment there must be at least two respondents who have known the individual for at least three months.

Respondents may include parents, family members, guardians direct support providers, teachers or residential staff. Respondents must be familiar and knowledgeable about the current skills and behaviors of the individual being assessed and be willing and available to actively participate in the assessment.

### **What about the individual, should they participate in the ICAP assessment?**

The individual is encouraged to attend the assessment for a period of time. The legal decision maker is not required to attend; however, their participation is encouraged.

### **How long will the assessment take?**

The length of time for each assessment will vary. The average assessment will take approximately 45 minutes but may take from 30 minutes to 1.5 hours.

### **How should respondents prepare to participate in the ICAP assessment?**

Respondents should assure their calendar is clear for the date and time of the assessment keeping in mind the interview may last up to 1.5 hours. The respondent's knowledge of the individual's abilities and needs is what is necessary to fulfill the responsibilities as a respondent. It is important that answers be accurate without over or under estimating abilities and support needs.

### **How often will an ICAP assessment be completed?**

The ICAP will be completed annually for individuals age birth through 15. The individual's Developmental Disabilities Program Manager will provide communication of the ICAP results and any follow up that may be needed.

### **Who conducts the ICAP assessment?**

The Department of Health and Human Services (DHHS) has contracted with a third-party, The Rushmore Group, as an independent entity to conduct the ICAP. The Rushmore Group has been conducting the ICAP in North Dakota since 2012. Each ICAP assessor has at least a baccalaureate degree and experience working with and on behalf of people with developmental disabilities and has received specialized training in conducting the ICAP.

### **Why is the ICAP being conducted?**

In 2011, the North Dakota Legislature enacted Senate Bill 2043, which required the DHHS in cooperation

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with service providers to develop a new payment system using the ICAP for individuals birth through 15. The ICAP will be used to identify the supports needs of the individuals, providing individualized service rates and identifies the number of staffing hours a person qualifies for per day.

### **How can I give feedback about my experience?**

At the end of the assessment the assessor will complete a protocol checklist with all respondents. The assessor will provide each respondent a satisfactions survey. The Rushmore Group reviews all protocol checklist and satisfaction surveys and shares those findings with DHHS.

### **Who should I contact if I have questions regarding the ICAP?**

Please contact John New. He is Rushmore's Project Manager. He can be reached by e-mail at [john.new@rushmore-group.com](mailto:john.new@rushmore-group.com) or by calling 605-224-8899.

### **Who should I call if I have questions regarding DHS' new payment system?**

Please submit an email inquiry to [dhsddreq@nd.gov](mailto:dhsddreq@nd.gov) or call 701.328.8930 Additional information can be obtained by going to the DD Section's website: [Information for DD Licensed Providers | Health and Human Services North Dakota](#)

### **Where can I find additional information about the ICAP?**

Additional information on the ICAP can be obtained by going to the following website:  
<https://shop.acer.edu.au/inventory-for-client-and-agency-planning-icap>