

## ISB CHECKLIST

- Submitted to DMH 30 days prior to the start date.
  
- Individualized Services Budget Cost Agreement page
  - District Director's Signature
  - Therapeutic Case Manager Signature
  - Wraparound Children's Coordinator Signature
  - Director of Operations
  
- Individualized Plan of Care (IPC)
  - Dates should match the budget
  - IPC should reflect services in budget
  - All appropriate signatures
  
- Budget Page
  - Dates should be consistent with the fiscal year. For example, a budget period should not cross over two fiscal years. Generally, budgets should be on a July 1 - June 30 period whenever possible. Budget should reflect services indicated in IPC.