



Guide & Connect

Keeping you in the loop about disability services

What Do All These Numbers Mean?

What is a TABS ID Number?

The “Tracking and Billing System Identification Number” (TABS ID) is the number assigned to an individual when they apply to receive OPWDD services. It is used as an “identifier” - similar to a Social Security Number.

What is a DDP2 or ISPM Score?

The Developmental Disability Profile (DDP2) is a summary of an individual’s abilities and needs which results in an overall numerical “score”.

The score is called an ISPM # (Individual Service Planning Model Number).

The score combines a variety of information about

- a person’s ability for self-care
- their overall health
- any behavioral health needs they may have

The score determines the level of support needed for that individual.

Direct Support	Behavior Support Needed	
	Low	High
Low	ISPM #1	ISPM #2
Medium	ISPM #3	ISPM #4
High	ISPM #5	ISPM #6

Direct support can be low, medium or high depending on the behavioral support need.

What is a DDP-4 Form?

The DDP-4 is a Confidential Needs Identification Form.

If a person is not receiving a support or service of the type that is required to meet their need, it is considered to be unmet.

When an unmet need for service is identified, this form is completed by:

- The person’s Care Coordinator/Manager (CC/CM)
- The Office for People With Developmental Disabilities (OPWDD)

What are Tier Levels?

Working under the Health Home Model, CC/CM work with individuals in a “tier structure.” There are 4 tier levels which are based on level of support information from the DDP-2.

Each of these tiers identify:

- The Care Coordinator/Manager (CC/CM) Caseload
- The rate of payment received by the Care Coordination Organization from New York State
- The number of required face to face meetings with each individual served

The ISPM score and the tier level associated with each individual should fluctuate as the person’s behavioral and health needs change.

Typical Caseloads

The size of each CC/CM’s caseload is determined by the number of individuals they serve within each specific tier level. A lower tier level means that a lower level of support is needed.

Tier 4 CC/CM’s are specialized since the people they serve have high behavioral and/or health needs, therefore they have the smallest caseload. The CC/CM must have 1 face-to-face visit per quarter with individuals in tiers 1-3, and 1 per month for tier 4.

