



## MEMORANDUM

To Whom It May Concern:

Maximus is under contract with the Mississippi Department of Mental Health (DMH) to perform interviews, record reviews, and observations for Inventory for Client and Agency Planning (ICAP) assessments.

The assessor presenting this letter will schedule interviews with individuals who know the person well. Maximus will always invite conservators to have an opportunity for meaningful participation in assessments. With the help of agencies, interviewers will identify provider staff who work directly with the person. Interviewers may also speak with others who know the person well.

It is very important that the interviewer have access to accurate and current information. To do that, the interviewer will:

- Meet with or observe the individual
- Conduct one to three interviews
- Request documentation of diagnostic and behavior information.

The help you offer in collecting valid and reliable ICAP information is an important step in advocating for this person's needs. Although Maximus interviewers gather ICAP information, final decisions about supports and services received will be made by DMH.

Should you have any questions about Maximus or our assessor, do not hesitate to contact us toll free by phone at **844.967.4227** (844.9.MSICAP) or email at [ascend-msicap@maximus.com](mailto:ascend-msicap@maximus.com). Should you have questions about how the ICAP contributes to decisions about supports and services for this person, please contact Betty Pinion, Director, Division of Home and Community Based Services, Department of Mental Health at **601.359.5797**, or email [Betty.Pinion@dmh.ms.gov](mailto:Betty.Pinion@dmh.ms.gov).

Cordially,

**Wendy Johnson**

The Mississippi ICAP Team:

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