

Before the Hearing:

1. Contact the decision-making agency and request all documents, witness information and the legal basis for the decision that the agency will rely on at the hearing.
2. Gather all current county service plans (Individual Service Plan [ISP], ISP addendum, Community Service Plan [CSP], health and safety plan, etc.).
3. Gather all relevant documentation (educational plans, treatment plans, medical records and evaluations, etc.).
4. Prepare your witnesses. Be sure to include the client's county case manager. Witnesses must be able to state why the current services are necessary and how the proposed cut would compromise the health, safety and welfare of the client.
5. Prepare your testimony – focus on a detailed account of the client's schedule and needs as well as your fears should the proposed cut be implemented.
6. Prepare a packet of all the pertinent evidence and a written summary of the background, issues and what you are seeking as a result of this appeal. Make copies of this packet for all of the involved parties.
7. Rehearse what you will say at the hearing.

Information about the Client (Service Recipient):

1. Gather the client's ISP, CSP, screening document, health and safety plan, and/or risk management plan.
2. Do these documents appropriately detail the needs of the client?
3. Would the client's case manager be willing to testify that the documents are current and appropriately reflect the client's needs?
4. What exactly is it about the proposed cut that causes difficulty to the client?
 - How will the cut affect client?
 - How will the cut affect the client's family and/or living situation?
 - How will the health, safety and welfare of the client be impacted?
 - Would the cut jeopardize the client's health safety and welfare? If so, how?
5. Is there substantial likelihood that the client will have to leave his/her home and community for a more restrictive setting as a result of the proposed cut?

For further information or advocacy services, contact Arc Greater Twin Cities at 952-920-0855 or visit www.arcgreatertwincities.org. Tell us what you think about this Arc Guide. Please complete a short survey online at <http://arcgreatertwincities.org/resources.aspx>. Thank you!