

Policy & Procedure

Policy Title: Implementation of the Individual Plan/Individual Support Plan (IP/ISP)

Policy Number: 424

Policy:

Each individual receiving services will have an Individual Plan/Individual Support Plan (IP/ISP) - referred to as the IP or ISP which is based on an assessment of the individual and developed by an interdisciplinary team, which includes the individual, persons designated by the individual, direct care staff, program specialist, supports coordinator or casemanager, program specialist/personnel from additional service providers, and representatives/professionals from any additional service providers.

Procedure:

Employees will be trained in the IP/ISP for those individual whom they are working, and will provide services in accordance with adhere to the requirements of the ISP.

The individual plan process shall:

- Provide information and support to ensure that the individual directs the individual plan process to the extent possible.
- Enable the individual to make choices and decisions.
- Reflect what is important to the individual to ensure that services are delivered in a manner reflecting individual preferences and ensuring the individual's health, safety and well-being,
- Occur timely at intervals, times and locations of choice and convenience to the individual and to persons designated by the individual.
- Be communicated in clear and understandable language.
- Reflect cultural considerations of the individual.
- Include guidelines for solving disagreements among the individual plan team members.
- Include a method for the individual to request updates to the individual plan.

The individual plan, including revisions, will include:

- The individual's strengths, functional abilities and service needs,
- The individual's preferences related to relationships, communication, community participation, employment, income, and savings, health care, wellness and education.
- The individual's desired outcomes.
- Services to assist the individual to achieve desired outcomes.
- Risks to the individual's health, safety or well-being, behaviors likely to result in immediate physical harm to the individual or others and risk mitigation strategies, if applicable.
- Modification of individual rights as necessary to mitigate significant health and safety risks to the individual or others, if applicable.

All staff will be initially trained in the IP/ISP of individuals for whom they will be providing services. It is the responsibility of each employee to ensure they have reviewed and fully understand the elements of each individual's IP/ISP at the location to which they have been assigned to work. If an employee is assigned to an alternate work location, the employee will review the IP/ISP prior to ensure they know all needed services and supports for each

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individual. Employees are responsible for documenting the implementation of the plan, and for contacting the Residential Program Specialist (RPS) for each individual if they have questions regarding the IP/ISP or its implementation.

New: January 1, 2022