

MANUAL OF ADMINISTRATION

TOPIC: Support Services	SUBJECT: Personal Planning (Individual Support Plan)	Code: SS004
		Date of Issue: October 2013
		Revised: May 2016
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PURPOSE:

To outline the procedure for annual review and completion of Individual Support Plans/ Personal Profiles for persons receiving support from Avenue II. The policy is in accordance with regulation 299/10 5(1)(1) and 5(1)(2).

PROCEDURE:

Role of Management:

1. The Manager will assign workers to write summaries based on the previous year of support in areas which are applicable to the individuals:
 - a. N.E.I.G.H.B.O.U.R.S. / S.I.L.
 - b. Community Participation Supports
 - CLS
 - ESS
 - Day Services
2. The Manager will assign a support worker to be Chairperson to meet with the individual to establish a planning date, inquire whom the individual wishes to invite and decide on a location of choice to hold the Personal Planning Meeting. This location should be a conducive to privacy and confidentiality.
3. The Manager will appoint a staff person as a recorder to document discussions at the meeting.

Role of Support Workers:

1. Throughout the year, Support Workers will add information to the Individual Support Plan/Personal Profile. Plans/profiles will also be reviewed at Module or Strategy Meetings.
2. When Support Workers provide services in:
 - N.E.I.G.H.B.O.U.R.S. / S.I.L. – Daily logs will be completed
 - Employment Support Services (ESS) – Weekly entries on the log sheet
 - Community Living Support (CLS) – Weekly entries on the log sheet
 - Day Services – Daily logs will be completed for each individual.
3. Support Workers will utilize the documentation they have completed to prepare summaries and review goals achieved.

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Personal Planning Meeting:

1. Introductions are made by the Chairperson.
2. The Chairperson reviews and revises the individual's Facesheet, consent forms Individual Support Plan (ISP)/Personal Profile and Guidelines for my Personal Care as appropriate.
3. The Chairperson discusses the summaries and information that has been added to the Personal Profiles.
4. The Chairperson discusses with the Individual and others at the meeting the items on the ISP/ Personal Profile and updates appropriately.
5. The Chairperson reviews and ensures that all changes have been made to the ISP/Personal Profile and Facesheet collects the minutes and submits everything for typing. Typing is to be returned to the Manager for a final review before mailing. The General Manager and/or the Director of Support Services will review and sign off the file copy that is placed in the Client File in central file prior to filing.
6. The Chairperson will ensure that the individual receives a copy of his/her ISP/Personal Profile, minutes of the meeting and originals of all summaries. Copies may also be forwarded to others in attendance at the meeting if approved by the individual.
7. The Chairperson ensures that the updated Facesheet, ISP/Personal Profile, summaries and minutes are filed in central file.
8. At the first team meeting the goals to be achieved will be discussed and duties assigned to Support Workers and recorded on the ISP chart.