

## Manual of Administration

<b>TOPIC:</b>  Support Services	<b>SUBJECT:</b>  Individual Support Plan	<b>Code: SS165</b>
		<b>Date of Issue: September 2013</b>
		<b>Revised:</b>
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### **PURPOSE:**

**To develop Individual Support plans, with each person who receives support From Avenue II that addresses the person's goals and preferences.**

### **PROCEDURE:**

Within 6 months of receiving services from Avenue II, an Individual Support Plan will be developed with the person that addresses their personal goals, preferences and needs.

Regulation 299/10 5(1)(1)

Individual Support Plans will be reviewed and updated annually.

The annual planning meeting will review and update the following:

1. Individual Support plan
2. Personal Profile (changing information as needed)
3. Update consents, emergency facesheet information, medical information and financial information.
4. Document dates of Philosophy, Mission Statements, Statement of Rights and Abuse Training.
5. Review short-term and long-term goals from the previous Individual Support Plan. Document whether they were met or not and document reasons if they were not achieved.
6. Establish goals for short-term and long-term, for the upcoming year.
7. Identify who will implement the goals and their responsibilities.