

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related
SUBJECT: Person Centered Support Plan
EFFECTIVE DATE: July 1986

POLICY NO: 05-008
PAGE(S): 1 of 4
**Licensing Regulation
Reference:** 30-63-21

Policy:

Based on a review of referral information and information obtained through interviewing the individual served and their support team, a comprehensive Person Centered Support Plan (Support Plan) will be developed yearly. An initial plan will be developed for each individual within thirty (30) days of accessing Cottonwood, Inc. services. The purpose of the planning is to focus on the accomplishments and unique qualities of the individual and to develop the supports necessary to achieve their preferred lifestyle. Problem solving, discussion, and follow-up should occur throughout the year as well as through formal annual review of the Support Plan.

Procedures:

1.) The plan shall include the following components:

- Be developed only after consultation with the following:
 - The person;
 - the person's legal guardian, if one has been appointed; and
 - other individuals from the person's support network as the person or the person's guardian chooses;
- Contain a description of the person's preferred lifestyle, including describing the following:
 - In what type of setting the person wants to live;
 - with whom the person wants to live;
 - what work or other valued activity the person wants to do;
 - with whom the person wants to socialize; and
 - in what social, leisure, religious, or other activities the person wants to participate;

- Lists and describes the necessary activities, training, materials, equipment, assistive technology, and services that are needed to assist the person to achieve the person's preferred lifestyle;
- Describes how opportunities of choice will be provided, including specifying means for the following:
 - Permitting the person to indicate the person's preferences among options presented to the person, by whatever communication methods that person may possess, including a description of the effective communication methods utilized by the person;
 - Providing the necessary support and training to allow the person to be able to indicate the person's preferences, including a description of any training and support needed to fully participate in the planning process and other choice making; and
 - Assisting the person or the person's guardian to understand the negative consequences of choices the provider knows the person might make and that may involve risk to that person;
- Describes when it is necessary to do so, to the person and the person's support network, how the preferred lifestyle might be limited because of imminent significant danger to the person's health, safety, or welfare based on an assessment of the following:
 - The person's history of decision-making, including any previous experience or practice the person has in exercising autonomy, and the person's ability to learn from the natural negative consequences of poor decision-making;
 - The possible long- and short-term consequences that might result to the person if the person makes a poor decision;
 - The possible long- and short-term effects that might result to the person if Cottonwood, Inc. limits or prohibits the person from making a choice; and
 - The safeguards available to protect the person's safety and rights in each context of choices;
- Prioritizes and structures the delivery of services toward the goal of achieving the person's preferred lifestyle;
- Contributes to the continuous movement of the person towards the achievement of the person's preferred lifestyle. In evaluating this outcome, Cottonwood, Inc. may include assessments made by professionals and shall perform either of the following:

- Include consideration of the expressed opinions of the person, the person's legal guardian, if one has been appointed, and other individuals from the person's support network; or
 - Account for the following:
 - the financial limitations of the person and Cottonwood, Inc.;
 - the supports and training needed, offered, and accepted by the person;
 - next best options may be considered as responsive if the person cannot specifically have what the person prefers due to limitations identified; and
 - Be approved, in writing, by the person or person's guardian, if one has been appointed. Requirements for approval from or consultation with the person's guardian shall be considered to have been complied with if Cottonwood, Inc. documents that it has taken reasonable measures to obtain this approval or consultation and that the person's guardian has failed to respond.
- 2.) An electronic master annual schedule of Support Plan effective dates is maintained in the Support Services database to determine the next annual meeting deadline.
 - 3.) The Case Manager and consumer will schedule a meeting time and the consumer will invite people to the meeting with help from the Case Manager. The Case Manager will solicit input from the individual about where the meeting should be held. Invitations will be sent out to Support Plan meeting attendees.
 - 4.) A showering/bathing assessment form for consumers receiving Cottonwood, Inc. residential services will be sent by the Case Manager for completion in conjunction with the annual Support Plan meeting. Bathing/showering support needs are to be noted in all Support Plans.
 - 5.) The meeting will be held with input obtained from all team members.
 - 6.) The meeting facilitator (usually the Case Manager) will center discussion around information from the participants, while giving special attention to the consumer's own stated preferences.
 - 7.) An action plan summary will be developed at the meeting. The summary will include goals, outcome measures, anticipated completion date, and responsible person/provider.
 - 8.) The Case Manager uploads the completed Support Plan and other related documents to BCI and appropriate team members and management are notified via e-mail. A copy of the consumer's Support Plan, Action Statements, and Behavior Support Plan (if applicable) is accessible from the Client Info database. Department directors and

pertinent coordinators are responsible for the review of the documents. The original signed Support Plan is filed in the consumer's case record.

- 9.) The Service Coordinator is responsible for distributing the Support Plan and Behavior Support Plan (if applicable) for the appropriate staff.
- 10.) The Service Coordinator and/or staff enters Action Statement progress notes in the tracking database.
- 11.) Case Managers review Action Statements monthly for progress towards goals and print a copy for consumer's case record. Service Coordinators are responsible for ensuring Action Statement data is collected according to intervals determined during the Support Plan meeting.
- 12.) The Support Plan and/or Action Statements will be revised/amended if there is a change in services, change in the person's preferred lifestyle, achievement of goals or skills outlined within the plan, or if a determination is made that services being provided are unresponsive.
- 13.) Cottonwood will deliver services according to the Support Plan.