

Swift County Developmental Achievement Center

POLICY ON PERSON-CENTERED PLANNING AND SERVICE DELIVERY

I. PURPOSE

The purpose of this policy is to ensure services and supports adhere to the principles covered within the domains of a meaningful life: community membership; health, wellness; safety; one's own place to live; important long term relationships; control over supports; and employment earnings, and stable income. Services and supports address these domains to the extent the person wants and address them in a manner that promotes self-determination, acting on preferences, respecting and understanding cultural background, skill development, and a balance between risk and opportunity.

II. POLICY

This planning process, and the resulting person-centered services, will direct the support team in how to guide the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences, talents, choices, and contribute to ensuring health and welfare.

Services are provided in a manner that supports the person's preferences, daily needs, and activities and accomplishment of the person's personal goals and services outcomes, consistent with the principles of:

A. Person-centered service planning and delivery which:

1. Identifies and supports what is important to and the person as well as what is important for the person, including preferences for when, how, and by whom direct support services is provided;
2. Uses that information to identify outcomes the person desires; and
3. Respects each person's history, dignity, and cultural background.

B. Self-determination which supports and provides:

1. Opportunities for the development and exercise of functional and age-appropriate skills, decision making and choice, personal advocacy, and communication; and
2. The affirmation and protection of each person's civil and legal rights.

C. Providing the most integrated setting and inclusive services delivery which supports, promotes, and allows:

1. Inclusion and participation in the person's community as desired by the person in a manner that enables the person to interact with nondisabled persons to the fullest extent possible and supports the person in developing and maintain a role as a valued community member;
2. Opportunities for self-sufficiency as well as developing and maintain social relationships and natural supports; and
3. A balance between risk and opportunity, meaning the least restrictive supports or interventions necessary are provided in the most integrated settings in the most inclusive manner possible to support the person to engage in activities of the person's own choosing that may otherwise present a risk to the person's health, safety, or rights.

III. PROCEDURE

A. Person-centered service planning process

1. The manager will meet with each person a minimum of every six months to discuss the following items prior to completion of the CSSP Addendum and the Progress Review for Intensive Support Services:
 - a. What is important to and for the person
 - b. What outcomes the person desires to work on
 - c. What the person wants service providers to know about how they want to be supported and what they want service providers to know about their history, dignity and cultural background in regards to how services are provided
 - d. Does the person feel their rights are limited in any way
 - e. What opportunities the person is involved in or would like to be involved in to promote and maintain self-determination, related to functional and age-appropriate skills, decision making and choice, personal advocacy and communication

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- f. How service providers can help the person develop and/or maintain social relationships and their status as an active and valued community member
 - g. Whether or not they like the amount of time spent working in center and in the community
 - h. What activities the person would like to do to promote self-sufficiency while balancing risks and opportunities to assure health, safety and rights
 - i. Whether or not the person has friends
 - j. What the person's interests are
2. If the person is unable to verbally communicate their person-centered service planning wishes, the manager will work closely with the person, their staff, their residential provider, their family, their guardian, their case manager and anyone else on their interdisciplinary team to complete the above areas.
3. The completed information will be included in the Progress Review for Intensive Support Services and given to the team within the timeline specified in the CSSP Addendum.
4. The information will be reviewed at each progress review meeting to verify the information remains true to the person's wishes.
5. After each progress review meeting, the staff will be trained on and held accountable for the information contained in the person-centered planning section of the Progress Review for Intensive Support Services.
6. All staff are trained upon hire for a minimum of eight hours, then annually for a minimum of four hours in the areas of person-centered planning and emergency use of manual restraint to meet the requirements of the Positive Support Rule.