

# Stark County Board of Developmental Disabilities

Policy 2.02 Individual Service Planning Process	Effective: 10/23/18
Chapter 2: Agency Administration	Page 1 of 2

## INDIVIDUAL SERVICE PLANNING

### POLICY

The service planning process shall be person-centered and provide a positive and supportive atmosphere in which the individual can work with their chosen circle of support to develop and implement an Individual Service Plan (ISP) that focuses on the person's strengths, interests and talents and addresses the results of the assessment process and ensures health, safety and welfare.

Using person-centered planning the SSA (Service and Support Administrator) will develop, review and revise an ISP that reflects the results of the assessment, and includes services and supports that assist the person to engage in meaningful activities, supports community connections, assists the person to improve self-advocacy skills and the ability to participate in advocacy activities, ensures achievement of outcomes important to and for a person, includes supports to minimize identified risks, integrates all sources of services/supports, reflects services and supports that are consistent with efficiency, economy and quality of care and is updated throughout the year. The SSA shall establish a recommendation for, and obtain approval for a service budget based on the person's needs, and assist the individual to choose applicable providers based on the free choice of provider rule.

The SSA shall at least annually assess the individual receiving services and the assessment shall take into consideration what is important to the person, what is important for the person, known and likely risks, the person's place on their path to employment, and what is and is not working for the person. The assessment shall identify supports that promote the individual's rights, self-determination, physical/emotional/material well-being, personal development, interpersonal relationships, and social inclusion.

The Individual Service Plan shall identify what is important to a person that makes them happy, and what is important for a person that their circle of support identifies is needed to keep them healthy and safe. The plan shall include outcomes that are the person's goals which they would like to work on in the coming year, the actions their circle of support will complete to help them reach these outcomes, and the services and supports they receive that keep them healthy and safe. The plan shall identify their medication administration status and place on the path to employment as required by rule. The plan includes the individual's funding range for services and identifies the actual costs of their services. The plan and assessment are a service planning packet and are distributed together. SSAs shall review the plan and assessment at team meetings and via planning discussions to ensure providers are trained on the service plan which includes the assessment and all attachments.

<b>Historical Resolution Information</b>		<b>Reviewer(s):</b> Director of Service & Support Administration Superintendent
<b>Date</b>	<b>Resolution Number</b>	
9/26/15	09-50-15	
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Policy 2.02 Individual Service Planning Process	Effective: 10/23/18
Chapter 2: Agency Administration	Page 2 of 2

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### PROCEDURE

This ISP is a written description of the services, supports, actions, outcomes, and support considerations to be provided to the individual. The intent of this process is to effectively bring together all needed and necessary resources to plan and carry out the service and support needs for each individual to help them reach their desired outcomes and ensure health and welfare.

1. The planning process shall assure that the person served and/or his/her chosen advocates/guardian are fully informed of the resources available to the individual and of all options available, including the advantages and limitations of each option, so that they have the information upon which to base decisions. The person served shall be given the opportunity to express his/her wants, needs and preferences in all life domains.
2. The planning process shall meet the standards as set by the latest edition of the Ohio Revised Code and all applicable state rules and regulations as specified by the Ohio Department of Developmental Disabilities (DODD); standards of compliance as identified by the Center for Medicaid and Medicare Services (CMS); and the Ohio Department of Job and Family Services (ODJFS).
3. A planning team shall be defined by and meet in accordance with Ohio Revised Code Section 5126.04, and with rules promulgated by the DODD, Ohio Administrative Code Chapters 5123 and 5126.
4. The ISP and assessment shall be delivered to all providers at least 15 days prior to the start of the span. In certain circumstances where this is not possible, the SSA will receive approval from the provider for this and will document in the ISP the approval and the reason the plan and assessment were not distributed 15 days prior to the span start date. Stark DD Board tracks the timeliness of ISP distribution and has an electronic ISP and assessment that are immediately available to all providers with electronic access as soon as the SSA finalizes the plan and/or assessment.
5. The assessment and ISP are considered a "packet," and should remain together. Providers serve individuals based on the ISP, About Me for Me Assessment and what they know about the person.