

PATHWAYS ABILITIES SOCIETY

POLICY: INDIVIDUAL SERVICE PLANNING AND MONITORING

Applies to: All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

Original Approval Date: April 28, 2003

Date Board Approved: September 19, 2016

Replaces Policy Dated: March 4, 2013

Board Member's Signature

PREAMBLE

Individual planning is based on the belief that every person should have the opportunity to direct and lead a life that is personally satisfying, secure and productive.

Pathways Abilities Society strives to provide services that are based on the goals, accomplishments, strengths, abilities, choices, needs and cultural background of the person.

POLICY

Individual's Plans:

- Are based on the assumption that the person can make decisions about their life; unless it is proven they cannot.
- Make the person the center of the planning process at all times in order to increase their level of control.
- Recognize that the person's goals are most important and are to be respected to the fullest extent possible.
- Actively encourage the person to make choices, provide opportunities to carry out those choices and change those choices over time.
- Ensure that the widest possible range of services and supports available are explored and offered.
- Build teamwork and partnership between and among those who provide services and supports.
- Include the participation of the people the person chooses. In the case where the person is unable to articulate their choice; family, caregivers, social workers, advocates and friends.
- Develop connections within the total community.
- Include relevant social, psychological, work and health information.

Formal individual planning occurs after three months of attendance and once a year after. Halfway through the year, if the individual requests it, the plan is reviewed. The plan helps Pathways Abilities Society gain a better understanding of who the person is

and the type of service and/or support they want and expect from Pathways Abilities Society. It also helps the person and their family or support network learn about Pathways Abilities Society to determine if this is the best place to receive services from.

Pathways Abilities Society has an Individual Service Planning tool (ISP). However the person at the center of the plan has the option to use whatever plan they choose. Pathways Abilities Society will also adhere to any contractual requirements with our funding body that requires our participation in different planning meetings.

The person chooses who attends their planning meeting. Plans will identify overall goals and objectives. Upon completion of any planning session the goals will be entered in ShareVision in order to ensure Pathways Abilities Society staff is tracking the steps they take to help the person achieve their goals.

Before formal planning meetings start, Pathways Abilities Society staff will go over the person's Individual Information sheet to make sure all information is correct and up to date, collect any forms that had to be completed and review the Rights and Responsibilities of Individuals Receiving Services from Pathways Abilities Society document.

The Community Placement Developer (CPD) is responsible for ensuring ISPs and the 6 month plan review are completed. Supervisors and managers are responsible for ensuring individual goals are addressed and accomplished.

If a person and or their family do not want a formal plan, they must read and sign the Pathways Abilities Society Individual Service Plan-Declined form each year acknowledging that they have been given the option to have a service plan of their choice and do not want one. The form also states that the person will "tell the appropriate person what services and goals I want from Pathways Abilities Society. I understand Pathways Abilities Society will write down my goals and what I need to do to reach my goals and track my progress towards achieving my goals and service expectations".

If Pathways Abilities Society is unable to assist an individual to meet their goals, they will be referred to another service that is able to assist them.