

Pennsylvania Department of Public Welfare
Office of Developmental Programs

Individual Support Plan and Everyday Lives Values in Planning Guide

October 2007

* The ISP and Everyday Lives Values in Planning Guide can be downloaded from the
OCS website - www.odpconsulting.net **



Individual Support Plan and Everyday Lives Values in Planning Guide

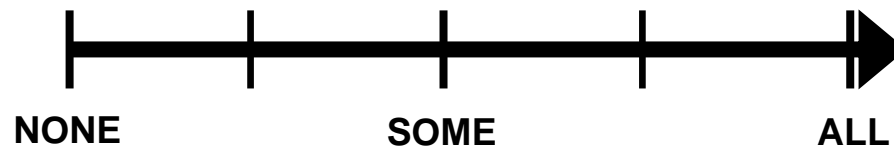
Introduction: The purpose of the *Individual Support Plan (ISP) and Everyday Lives: Values in Planning Guide* is to promote the integration of the Everyday Lives values into the planning process for people supported through the Office of Developmental Programs. By understanding the connection between the ISP and Everyday Lives, the team will be able to develop a plan to achieve outcomes that will help people live the life they want.

The *ISP and Everyday Lives: Values in Planning Guide* provides an opportunity for the Person receiving support, Family Members, Supports Coordinators, Supports Coordinator Supervisors and Providers to plan and implement actions that are directly linked to an Everyday Life. In addition, individual team members can use the *ISP / Everyday Lives Quality Review* to reflect on area for future growth and learning that will help enhance their ability to support the individual.

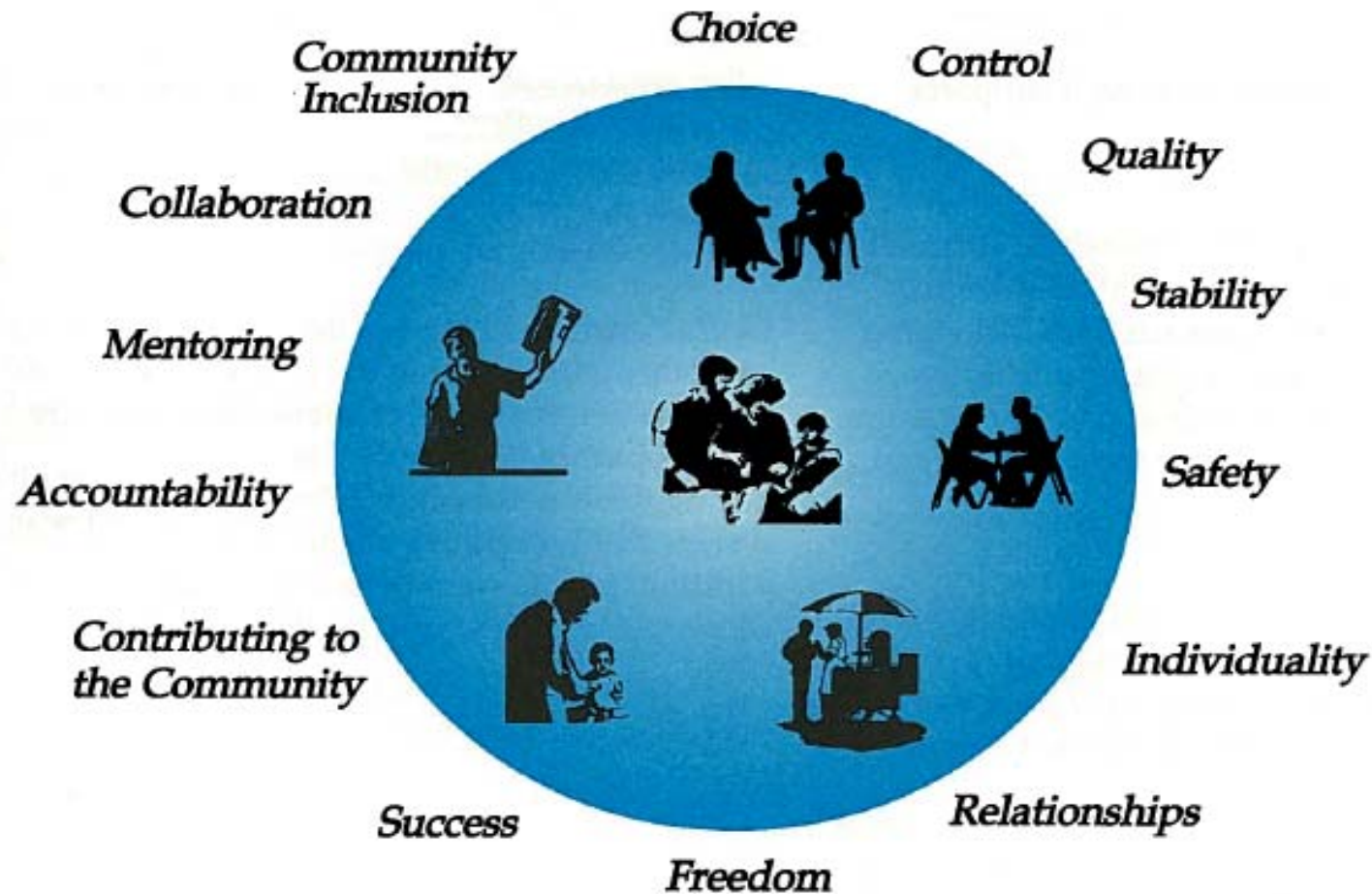
Instructions: The *ISP and Everyday Lives: Values in Planning Guide* is based on the core values of Everyday Lives. In the Review, each Everyday Lives core value is defined and indicators are described. To use the *ISP and Everyday Lives: Planning in Values Guide*, people should become familiar with the core values, indicators and process described in this guide, read a completed ISP and then determine the extent to which the set of indicators is reflected and promoted in the plan. Please identify strengths of the ISP based on the core values and indicators and offer suggestions that could improve the quality of the plan.

During the review, please mark on the continuum your estimation of the extent to which the indicators are reflected and promoted in the plan.

**Extent to which the indicators for the *core value*
are reflected and promoted in the plan.**



People Want Everyday Lives



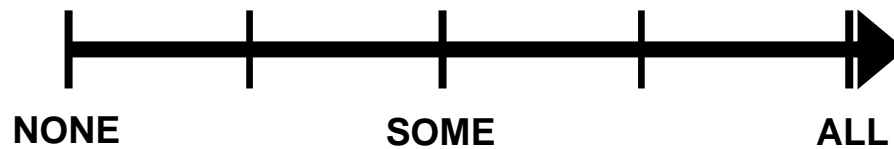
Individuals and their families have the passion to make everyday lives a reality.

A. Accountability: The ISP describes the responsibilities of everyone who has a role in supporting / carrying out the plan (to include person, family, friends, and other paid and non-paid people).

Indicators:

- The Outcome and Action Plan sections of the ISP support and promote Individual Preferences and needs. People have many preferences; this should include those preferences that require mobilized actions and support.
- The ISP identifies all the supports that the individual is receiving that he or she needs, when he or she needs them and who is responsible for providing them.
- If the individual has lost or is in danger of losing supports that he or she needs, steps have been included in the ISP to accommodate, restore or prevent the loss of those services.

Please mark on the arrow, the extent to which the indicators for Accountability are reflected and promoted in the plan.



NOTES:

Strengths: _____

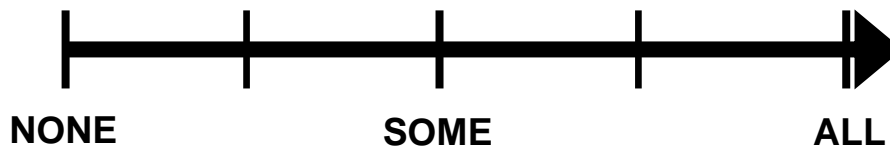
Suggestions: _____

B. Choice and Control: The ISP demonstrates that the person has the power to make, influence and direct informed decisions in all aspects of his/her life.

Indicators:

- The plan is individualized and describes areas of the person’s life in which he/she currently exercises choice and control.
- The plan describes the type and level of support needed for the person to exercise choice and control over his/her life.
- The plan describes efforts to promote experiences in making informed decisions and the ability to communicate those decisions.
- Information Gathered throughout the plan, including outcomes, reflect the individual’s method of communication. If needed, the plan identifies steps to promote increased access to effective and efficient communication including augmentative communication devices, services and supports.
- Outcomes provide opportunities for the person to exercise choice and control in all areas of his/her life (consider where and with whom to live, where to work, control over one’s money, relationships, recreation and leisure activities, medical planning, hiring/firing of staff, supports/services, etc.).
- The Outcome section of the plan recognizes possible concerns / barriers to the person’s exercise of choice and control and steps to address those barriers while working toward the identified outcomes.

Please mark on the arrow, the extent to which the indicators for Choice and Control are reflected and promoted in the plan.



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Strengths: _____

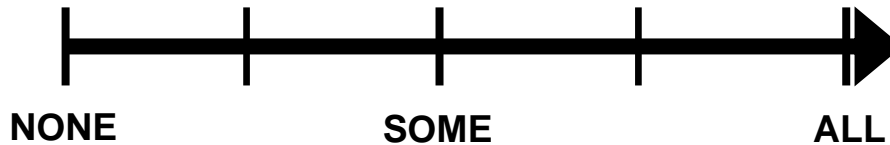
Suggestions: _____

D. Community Inclusion and Contributing to the Community – The ISP represents actions that connect the individual to the community (to be part of, not just in the community) and describes how the individual is supported to contribute to the community in ways that he/she values and chooses.

Indicators:

- The plan describes roles that the person currently has, values or desires that is recognized and valued by community members.
- The ISP promotes opportunities for the person to connect to the community in ways he/she values and chooses.
- The plan is individualized to provide formal and informal support to the individual in developing, maintaining or enhancing community connections and relationships.
- The ISP supports the individual in exercising his/her choices and rights to actively participate in and contribute to the community in ways that he/she chooses.
- The Outcome section of the plan recognizes possible concerns / barriers to the person contributing to and being part of the community and steps to address those concerns / barriers while working toward the identified outcomes.

Please mark on the arrow, the extent to which the indicators for Community Inclusion and Contributing to the Community are reflected and promoted in the plan.



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Strengths: _____

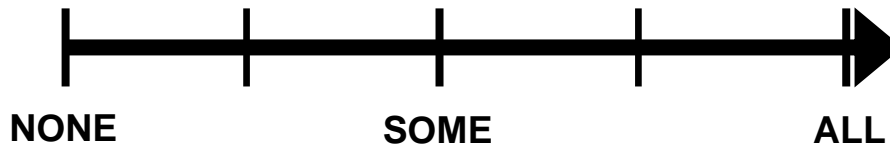
Suggestions: _____

E. Freedom: The ISP demonstrates respect and support for the person's liberty and rights by promoting the individual's expressed desire(s) to associate with people of their choosing, determine the course of one's life and negotiate risk without being stigmatized or under another's control.

Indicators:

- The ISP reflects his or her freedom and ability to express wants, needs, satisfaction and dissatisfaction in his or her daily life.
- The plan provides opportunities for the person to pursue self-determination and exercise rights afforded to all citizens.
- The plan promotes the type and level of support necessary for the person to communicate and pursue a self-determined life and exercise rights.
- The plan describes the efforts to ensure that the person has the knowledge and experience necessary to make informed decisions including issues of Health and Safety.
- The Outcome section of the plan recognizes possible concerns / barriers to the person pursuing self-determination and expressing rights and steps to address those barriers while working toward the identified outcomes.

Please mark on the arrow, the extent to which the indicators for Freedom are reflected and promoted in the plan.



NOTES:

Strengths: _____

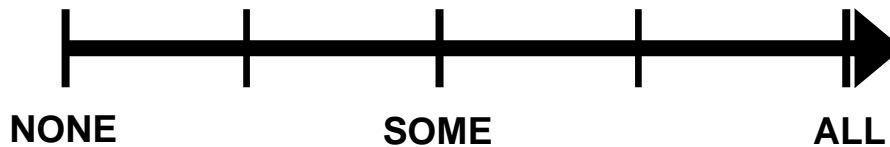
Suggestions: _____

F. Individuality: The ISP represents actions that respect and support the characteristics, qualities, interests and hopes/dreams that make the person a unique individual.

Indicators:

- Individual Preferences sections of the plan are individualized and clearly describe positive traits, communication styles and modes, qualities, preferences, hobbies, hopes/dreams for the future, etc. that illustrate the uniqueness of the person.
- Information Gathered including the Outcomes and Action Plan, promote and respect the privacy needs and wants of the individual (his or her mail, use of the telephone, files, history, personal space, need for down time, etc.)
- The plan describes the type and level of support necessary for the person to pursue hopes and dreams, and participate in preferred activities.
- Outcomes focus on the person's pursuit of interests, hopes and dreams, and participation in preferred activities, as identified in the Individual Preferences and Desired Activities sections of the plan.
- The Outcome section of the plan recognizes possible concerns / barriers to the person pursuing his/her unique hopes and dreams including Health and Safety and steps to address those concerns / barriers while working toward the identified outcomes.

Please mark on the arrow, the extent to which the indicators for Individuality are reflected and promoted in the plan.



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Strengths: _____

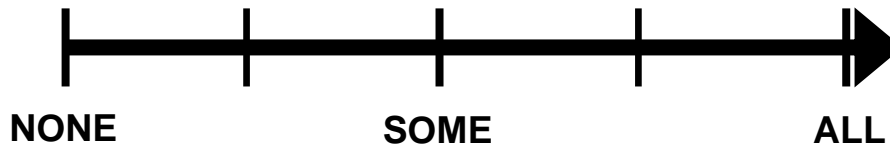
Suggestions: _____

H. Quality: The ISP describes the outcomes to be achieved and reflect what is important to the person within the context of his/her everyday life.

Indicators:

- The Outcome section of the plan is individualized (based on personal preferences, wants and desires) and written to be achievable within the context of the person’s everyday life.
- The supports that enable the individual to achieve or maintain the life that he or she desires are included in the ISP (including assistive technology devices and services and environmental/home modifications).
- The people responsible for supporting the individual to achieve his or her outcomes are defined in the ISP.
- Clear timeframes are set for achieving the outcomes in the plan.
- The Outcome section recognizes possible concerns / barriers related to achieving the Outcomes along with strategies to address those concerns / barriers (including Health and Safety).

Please mark on the arrow, the extent to which the indicators for Quality are reflected and promoted in the plan.



NOTES:

Strengths: _____

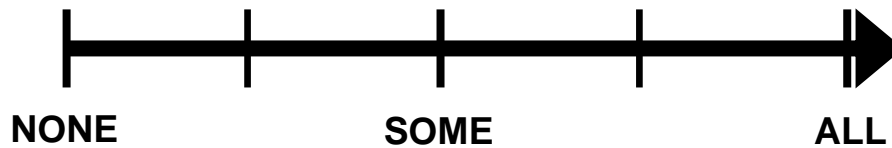
Suggestions: _____

I. Relationships: The ISP describes and supports the person's current personal relationships and those that he/she would like to develop (including family, friends, partners, community connections, etc.).

Indicators:

- The plan identifies the people with whom the person has personal relationships (including family, friends, partners, community connections, etc.).
- The ISP addresses communication methods and includes meaningful activities which provide and expand community connections for the individual to maintain, meet, develop and nurture a variety of relationships.
- The plan describes the type and level of support necessary for the person to maintain and develop personal relationships.
- The Outcome section of the plan recognizes possible *concerns / barriers* to the person being part of the community and steps to address those *concerns / barriers* while working toward the identified outcomes.

Please mark on the arrow, the extent to which the indicators for Relationships are reflected and promoted in the plan.



NOTES:

Strengths: _____

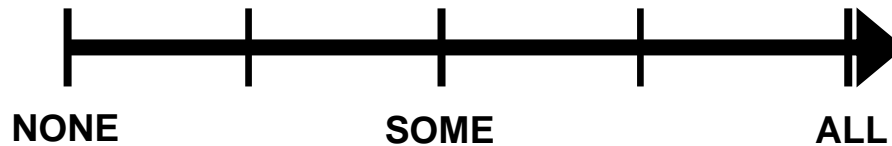
Suggestions: _____

K. Stability: Changes to the ISP reflect the individual's input and support, agreement, approval or permission.

Indicators:

- The ISP demonstrates that changes in the individual's life (including life experiences, options and availability or supports and services, staffing, etc.) are decided with the individual and his or her family along with opportunities for them to provide feedback regarding those changes.
- The plan reflects that the person had primary influence over changes to his/her life.
- The plan supports consistency, availability and access to people and things that are meaningful to the person.

Please mark on the arrow, the extent to which the indicators for Stability are reflected and promoted in the plan.



NOTES:

Strengths: _____

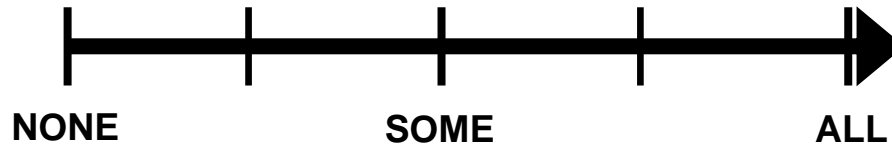
Suggestions: _____

L. Success: The ISP describes opportunities that the person has to experience success in his/her life. Success means different things to different people and it is important that the experience of success and its acknowledgement is specific to the individual's personality and preferences. Success recognizes accomplishments (e.g. learning a friend's phone number, making a cup of coffee) and life events (e.g. living independently, getting a job, financial wellbeing).

Indicators:

- The plan describes areas and ways in which the person wants to strive for and experience success.
- The plan incorporates the individual's abilities, gifts, interests, and past achievements, in supporting opportunities to expand and/or maintain successful experiences.
- The plan describes the support(s) necessary for the person's past accomplishments to be integrated into everyday life.
- The plan describes the support(s) necessary for the person to continue to experience success.

Please mark on the arrow, the extent to which the indicators for Success are reflected and promoted in the plan.



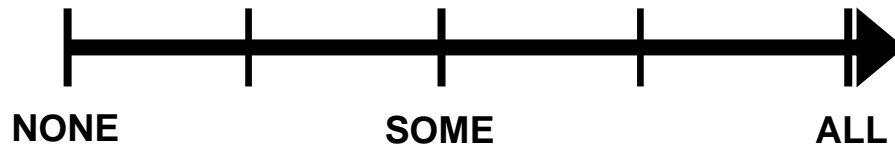
NOTES:

Strengths: _____

Suggestions: _____

B. The ISP is individualized and written with consideration and respect for the person's privacy, dignity, and self-determination.

Please mark on the arrow, the extent to which the ISP is individualized and written with consideration and respect for the person's privacy, dignity, and self-determination.



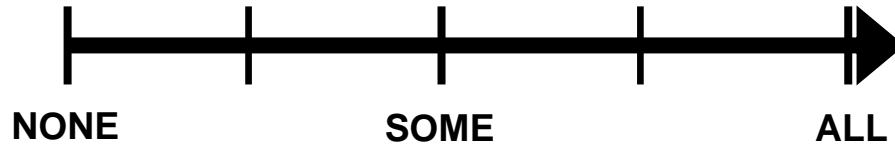
NOTES:

Strengths: _____

Suggestions: _____

C. The Understanding Communication section of the plan clearly and fully describes the meaning of communicative behavior by the person that others might not otherwise understand.

Please mark on the arrow, the extent to which the plan clearly and fully describes the meaning of communicative behavior by the person that others might not otherwise understand.



NOTES:

Strengths: _____

Suggestions: _____

Opportunities for Growth and Learning

After reflecting on the connection between the Individual Support Plan and the core values and indicators of Everyday Lives, it would be beneficial to learn more about:

1. _____

2. _____

3. _____

