BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Executive Director	**DATE SUBMITTED:** 02/99	**SECTION:** Individual Supported	
BOARD APPROVED ON: 02/99	**DATE REVISED:** 01/18/17, 05/16/18, 8/20/26	**SUBJECT:** Individual Plan of Service	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 05/16/18, 08/21/19, 8/20/21, 8/21/2023, 09/15/2026		**POLICY #:** IC-005	**PAGE #:** 1 of 4

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization that all individuals supported will have a written Individual Plan of Service (IPOS) developed through a person-centered-planning process regardless of age, disability or resident setting.

III. DEFINITIONS

A. Person Centered Planning: Person centered planning is an approach focused on and directed by the individual receiving services. The process facilitates the identification of his/her desired outcome; helps the individual determine the supports, services and/or treatment he/she wants and/or needs to achieve the desired outcomes; and encourages formal and informal feedback from the person about progress made and any changes desired or required.

B. Individual Plan of Service (IPOS): A written plan of service that specifies goal-oriented treatment or training and support services, directed by the individual as required by the Mental Health Code. The IPOS identifies the needs and goals of the individual receiving services; and the amount, duration and scope of the services and supports to be provided. For persons receiving mental health or developmental disability services, the individual plan of service must be developed through a person-centered planning process. In case of minors, the child and his family are the focus of service planning, and family members are an integral part of the treatment planning process. This document may be referred to as a treatment plan or a support plan.

C. Interdisciplinary Team: Individuals working together to meet the needs of the individual receiving services. Team members are chosen by the individual/family receiving services based on desire and need (i.e., medical necessity). The interdisciplinary team will include people chosen by the individual receiving services. Team members may include, but are not limited to:

i. Parent/Guardian
ii. Person Served
iii. Program Supervisor/Designee
iv. Case Manager
v. School/Work Program Representative
vi. Psychologist
vii. Nurse

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viii. Behaviorist
ix. Physician

IV. STANDARDS

The IPOS developed will be a product of the interdisciplinary team that will:

A. Assist in implementation of person or family centered planning processes for all individuals who meet Mental Health Code eligibility for intellectual and/or developmental disabilities specialty services.

B. Act as a partner with the public mental health system in providing the needed supports, along with family, friends, and other private entities in the community.

C. Value each individual's strengths and ability to make choices and express preferences.

D. Always consider the individual's choices and preferences.

E. Recognize and value a person's cultural background in the decision-making process.

F. Provide treatment and support in environments which maximize independence, community connections, and quality of life.

G. Provide/participate in professional intervention(s) only if the individual has expressed or demonstrated needs which require such intervention(s).

H. Communicate the contents of the IPOS for each person served by the agency and assistance will be provided to accommodate any barriers to communication identified in the plan.

Every effort will be made to communicate the IPOS to each individual served by the organization. The method and manner of how the IPOS is communicated may vary dependent upon the nature and extent of the disability of each individual being served. A wide variety of communication techniques are available to accomplish this including, but not necessarily limited to:

- Oral Presentation/Conversation
- Written
- Picture Board/Story Board
- Electronic Communication Device
- Interpreter
- Sign Language

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Although the program supervisor would typically be responsible to communicate the IPOS, it is important to note that the staff member having what is understood to have the best rapport with a particular resident may be assigned this task.

V. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Program Supervisor/Designee	1. Attends planning meeting (as desired by individual receiving services). Note: Individuals receiving BWDH services have their choice of a representative from BWDH at planning meeting.
	2. Assists interdisciplinary team in: a. Exploring individual's hopes and dreams for the future. b. Describing individual's desires for the future. c. Discussion strategies for achievement and barriers to goals. d. Identifying resources.
Interdisciplinary Team	3. Develops individual plan of service at time of placement into program services and reviews as indicated in the plan but at least annually.
Program Supervisor	4. Upon receiving IPOS from Community Mental Health case manager, the Home Manager/Program Supervisor will review the IPOS with employees within 48 hours of the employee's scheduled working days, ensuring that the plan and goals are understood. When training staff on the IPOS, the Home Manager/Program Supervisor will ensure staff use their full name when completing IPOS training forms. The procedure for completing IPOS training forms will be maintained and updated to reflect this requirement. The employees must sign off on the IPOS prior to implementing the plan on the appropriate documentation.
	5. Attaches the IPOS sign off sheet to the original plan of services and maintains in file of person

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served and forwards a copy to the case holder when appropriate.

6. Maintains current copy of IPOS for all persons receiving services.

7. Ensures that amendments to the plan are received and reviewed by all employees and are filed in the individual's electronic record.

Employees

8. Implement IPOS after review and discussion led by the supervisor and along with or after the IPOS is communicated to the person supported.

Program Supervisor

9. Monitors IPOS and provides data to case manager and/or other team members as indicated in the plan.

10. Ensures any changes to the plan requested by the person supported are presented and discussed with the case manager.

Interdisciplinary Team

11. Meets regularly as identified in the IPOS and at least annually to review and revise plan as appropriate.

Exhibits:

Attachment A - Individual Plan of Service Sign Off Sheet