

PERSON CENTERED PLANNING POLICY

PURPOSE

To establish Person-Centered Planning (PCP) guidelines used to assist people in planning their lives in their communities, set the goals they want to achieve and develop a plan for how to accomplish those goals. State law, the Michigan Mental Health Code, Federal law, Home and Community Based Services (HCBS) Final Rule, and the Medicaid Managed Care Rules require PCP. While PCP is the required planning approach for mental health and I/DD services provided by the Community Mental Health Service Provider system, PCP can include planning for other public supports (Insurance Company) and privately funded services chosen by the person.

The PCP process assists the person in planning the life they aspire to have, considering various options such as, taking the individual's goals, hopes, strengths, and preferences and weaving them into plans for the future. Through PCP, a person is engaged in decision making, problem solving, monitoring progress, and making needed adjustments to goals and supports and services provided in a timely manner. PCP is a process that involves support and input from those people who care about the person doing the planning. The PCP process is used any time an individual's goals, desires, circumstances, choices, or needs change.

SCOPE

This policy applies to all people who receive services from LADD. Employees of LADD will provide supports as needed to assist in the implementation of the plan.

POLICY

It is the policy of LADD that each individual we serve will have an assessment of their needs (Personal Profile-All About Me) completed and a plan of service developed to address those needs within thirty days either prior and/or after admission. The PCP shall be current and modified when needed (reflecting changes in the intensity of needs, changes in condition, or personal preferences for support). The person and/or legal guardian may request a formal review at any time, however, PCP should occur not less than annually.

All Specialized Residential Licensed Facilities are required to have a preliminary plan developed within 7 days of the commencement of services or, if an individual is hospitalized for less than 7 days, before discharge or release.

People are often at different points in the process of achieving their life goals. The PCP process is individualized to meet each person's needs, e.g. meeting a person where he or she is. Some people may be just beginning to define the life they want and initially the PCP process may be lengthy as the person's goals, hopes, strengths, and preferences are defined and documented and a plan for achieving those goals is developed. Once an IPOS is developed, subsequent use of the PCP process, discussions, meetings, and reviews will work from the existing IPOS to amend or update it as circumstances and preferences change. The extent to which updates occur will be determined by the needs and desires of the person. If and when necessary, the PCP can be completely redeveloped. The emphasis in using PCP should be on meeting the needs of the person as they arise.

Management is responsible to be aware of the services that are being offered to the person at the planning meeting and for helping the person through the Person-Centered Pre-planning process.

The responsibilities of the persons receiving services, their family members, legal guardian if applicable, staff members, funders, and others, as appropriate, are communicated through the Service Information Packet at the time of admission and informally when assisting people to identify the correct service for them. If someone is asking for a service that has not been offered, approved or is provided by LADD they are referred to Administration or the responsible contract agency for assistance and/or approval.

The PCP process results in a written Individual Plan of Service (IPOS) that is prepared in person first language and is understandable by the person with a minimum of clinical language. A written copy of the plan must be

provided to the person within 15 business days of conclusion of the PCP process. This timeframe gives the case manager/supports coordinator a sufficient amount of time to complete the documentation.

The case manager/supports coordinator are required to provide Management training on the PCP before the PCP can be implemented.

STANDARDS AND DEFINITIONS

All employees of LADD must be committed to promoting the person-centered planning process.

PCP- “Person-centered planning” is a process for planning and supporting the person receiving services that builds upon his or her capacity to engage in activities that promote community life and that honors the person's choices, and abilities. The PCP process involves families, friends, and professionals as the person desires or requires. MCL 330.1700(g).

IPOS- Individual Plan of Service resulting from the person-centered planning process.

PROCEDURES

1. Prior to receiving support services from LADD. The Service Information Pack is completed including the Personal Profile- All About Me, which is an important part of the planning process and covers the level of support needed and other relevant information for providing services. All information is then integrated into each person's pre-planning process as well as reviewed at the time of the planning meeting. Input and signatures from the person, legal guardian if applicable, Management, and from the contract agency, are necessary. As life, needs and choices change it is important to keep information current and correct therefore the Personal Profile- All About Me is to be updated ongoing, as needed, and annually at minimum.
 - a. The Personal Profile- All About Me includes relevant: medical history; psychological information; social information, personal choice; and other relevant assessments.The profile helps the person to identify priorities, skills, strengths, abilities, likes and dislikes and is a contributing factor in determining the person's life goals, interests, desires and preferences. as well as possible modifications that may be needed in the plan based on an assessed need.
2. Management uses and follows the LADD My Person-Centered Planning Pack for all Person-Centered Planning, which includes the following:
 - a. LADD PCP Instructions
 - b. My Person-Centered Pre-Planning
 - c. My Quality of Life Survey
 - d. Accessibility Checklist- Barrier Removal & Modification Review
 - e. My Personal Profile- All About Me
 - f. My Life Story
 - g. Person Centered Plan Satisfaction Checklist
 - h. Training Session
 - i. PCP Review & EHR Set Up
 - j. My PCP Information & Documentation Sheet
3. Management will begin the steps to the My Person-Centered Planning Pack 60 days prior to the date of the PCP.
4. Management will ensure services are provided as specified in the Individual Plan of Service/Person Centered Plan (IPOS/PCP).
5. Management will advocate for the person supported at all times during the PCP process.
6. Management will ensure that services are medically necessary and if unsure will contact Administration.
7. All employees will receive training on individual plans of service prior to implementing the plan.
8. Persons supported will receive information/assistance on Person Centered Planning to ensure they are taking an active role in the process.
9. If invited by the person, the staff who knows the person well will be encouraged to attend the PCP.

10. The Personal Profile-All About Me, and any needed authorizations will be updated and signed by the person and legal guardian at the PCP meeting.
11. After entering the PCP into the electronic health record system (EHR), Supervisors will complete a PCP Review & EHR Set Up. This form must be completed for all Person-Centered Plans.
12. Management will review the My Quality of Life survey results.
13. Staff will be trained in the Person-Centered Planning Process which may include:
 - a. Training at the work site.
 - b. Attendance at a scheduled training or in-service.
 - c. Online training.
 - d. Training will occur within 60 days of hire (or sooner dependent upon contracts) and annually thereafter.
14. The Quality Assurance Department will track/monitor the following:
 - a. Person Centered Plan Satisfaction Checklist
 - b. PCP Review & EHR Set Up
 - c. Accessibility Checklist- Barrier Removal & Modification Review
 - d. My Quality of Life Surveys

