

UTAH STATE DEVELOPMENTAL CENTER POLICY AND PROCEDURE MANUAL		
INDIVIDUAL PERSON CENTERED PLAN		PAGE 1 OF 3
21.06	EFFECTIVE DATE: 07-01-88	REVISION DATE: 03-29-2011
REVIEWING ENTITY: Unit Directors		
AUTHORITY REFERENCE: CFR: 442.422(a),(b) 442.411(d),(e) 442.345(d)		Approved By Karen Clarke, Superintendent

I. **DIRECTIVE**

The Utah State Developmental Center will provide Active Treatment to each individual and assist them in creating their Person Centered Plan. Each individual's needs will be evaluated by the Interdisciplinary Treatment Team and a Person Centered Plan will be developed and implemented to meet those needs. This process will be completed within 30 days of the original admission date and at least annually thereafter.

II. **PROCEDURE**

A. **Prior to Conference:**

1. The Qualified Mental Retardation Professional will produce a schedule for Person Centered Plan meetings based on the need for annual review, new admission, or an Interim meeting to modify or revise the current Person Centered Plan.
2. All relevant personnel, including personnel in the **apartment**, will receive a copy of the Person Centered Plan meeting schedule, (442.422(a)). The relevant personnel for an individual's first conference will include all applicable disciplines as determined by the Qualified Mental Retardation Professional, as well as a representative of direct care staff. Relevant personnel for the Annual Review and/or Interim Person Centered Plan meeting will include at minimum all persons, or representatives of persons, currently involved in implementing the individual's program and others whom the individual chooses to invite.
3. Each individual and his/her parents and legal guardian will be given notification as to the time and date of the annual conference to enable them to attend and provide their input. The meeting will be held at a time convenient for the family and guardian to attend. Written invitations will be mailed to the parents, correspondents, and legal guardians no later than two weeks prior to the scheduled conference date. **Meetings will be scheduled to meet family/guardian requests.**
4. All individual evaluations and assessments will be completed and submitted to the Qualified Mental Retardation Professional two weeks prior to the scheduled meeting. These will be placed in a reading file, available for team members to review. The reading file will include a copy of updated individual summaries, the Work Interest Inventory, Job Sampling Data form, IP Skills Assessment, Communication Profile, a current inventory of the individual's personal possessions, and current goals, long range goals, and post-institutionalization plan from the previous year's Person Centered Plan. During the week prior to the meeting, all team members will review the reading file and make comments and recommendations, including adding suggested needs, goals, etc., for others to read.

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B. At The Conference:

1. Attendance Validation: The individual will be invited to attend and participate in the development of the Person Centered Plan. If the individual is unwilling or unable to participate, the Qualified Mental Retardation Professional will document these conditions. This documentation will become part of the Person Centered Plan record (AC/DD 3.4.3). All present will sign and date the attendance sheet
2. Introductions: The Qualified Mental Retardation Professional will identify the purpose of the meeting and make introductions as needed.
3. Review of Individual Summary: Team members will review the summary and make corrections and adjustments as indicated by the individual's needs, **and desires**. This review must include consideration of the following:
 - a. The advisability of continued residence and alternative programs. Does the Utah State Developmental Center or current residential building still reflect the least restrictive environment for services, **and individual's choice**?
 - b. If the individual has reached majority age, the need for guardianship, and how he/she may exercise civil and legal rights (442.422(b)). Are there any rights being restricted?
 - c. If the individual will reach his/her 22nd birthday prior to the next Person Centered Planning meeting, considerations must be made in regard to seeking employment or integration into **day programs, and/or work opportunities**
4. Review Status of Current Person Centered Plan Objectives: The team will review with the individual the previous year's objectives and determine the current status. They will decide, based upon established criteria for each objective, whether the objective is met. If the objective is not met, they will decide if it is to be continued, modified or deleted.
5. Review Other Required Components: Team members and the individual will review other required components of the Person Centered Plan, including but not limited to, Background, Notification, Where to Live, Health and Safety Needs, What Staff Need to Know to Help the Individual Succeed, Capabilities, Interests, Communication, Friends, etc. They will review proposed needs list and make adjustments as needed. They will identify the priority needs, including both programmatic and medical needs.
6. Review Outcomes, Long Range Goals and Supports and Services: The team and individual will review the outcomes, long range goals, and services and supports and make changes or revisions as deemed appropriate. Supports may be service or program-oriented as designated by the Interdisciplinary Team Members.
7. Individual Schedule: The Program Lead will assist the individual to organize a schedule to indicate where program goals, service goals, and integration activities will be addressed throughout the natural flow of the individual's day.

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8. Review Assignments: To provide closure and clarify immediate responsibilities, the Qualified Mental Retardation Professional will review the services and supports and other actions to be taken. Team members will complete assignments within 10 working days.

9. Completion: Following the meeting, the Qualified Mental Retardation Professional will complete the Person Centered Plan on the electronic chart. The original hard copy of the plan will be placed in the individual's record and available to staff no less than thirty (30) working days past the conference date. A copy will be mailed to the family and/or guardian.

Karen Clarke, Superintendent