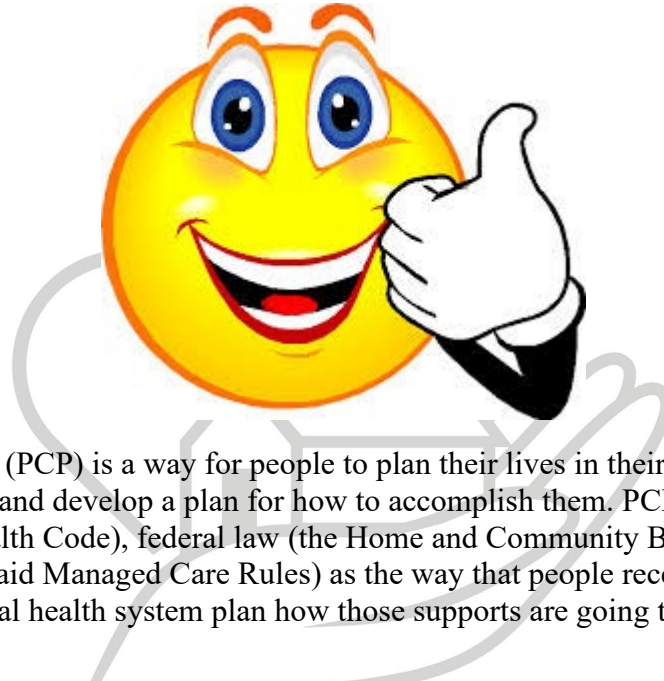




7.3 PERSON CENTERED PLANNING (PCP)

INDIVIDUAL PLAN OF SERVICE (IPOS)

“Person-centered planning,” means a process for planning and supporting the individual receiving services that builds upon the individual's capacity to engage in activities that promote community life and that honors the individual's preferences, choices, and abilities. MCL 330.1700(g).



Person-Centered Planning (PCP) is a way for people to plan their lives in their communities, set the goals that they want to achieve, and develop a plan for how to accomplish them. PCP is required by state law (the Michigan Mental Health Code), federal law (the Home and Community Based Services (HCBS) Final Rule, and the Medicaid Managed Care Rules) as the way that people receiving services and supports from the community mental health system plan how those supports are going to enable them to achieve their life goals.

[Click Here to View the Person-Centered Planning Policy](#)

[Click Here to View the My Quality of Life Survey](#)

[Click Here to View the My Life Story!](#)

[Click Here to View the My Person-Centered Pre Plan](#)

The process is used to plan the life that the person aspires to have, considering various options—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. We support the person in being a part of their community, recovery and self-directed services. 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 a person's goals, desires, circumstances, choices, or needs change. While PCP is the required planning approach for mental health and I/DD services provided by the CMHSP system, PCP can include planning for other public supports (Insurance Company) and privately funded services chosen by the person.

Each person receiving LADD services works on formal goals and objectives as outlined by their Person-Centered Plan. This plan outlines interactions for skill acquisition and development. Employees assisting the people toward their goals record daily progress. Methodologies explaining how to teach the skill or meet the goal and data sheets on which to record progress are provided to ensure consistency. If structured interactions are not completed during a shift, there must be an explanation documented (i.e. the person was ill or visiting family). All informal interactions must also meet the requirements and follow

the guidelines of the Person-Centered Plan. Failure to do so will result in disciplinary action up to and including separation from employment.

Documentation may also be done electronically with a password assigned to each employee. If this is the form of documentation, an employee is never to give out their password to another employee. An employee is not allowed to print, download, save, or copy any documentation, records, etc. of a person supported and/or of LADD services. This is all protected and confidential information that is the property of the person supported, Contract Agency, and/or LADD. Employees are required to complete and pass annual training in Person Centered Planning to remain employed.

LADD has an extensive Person-Centered Planning Process. The My Person-Centered Pre-Planning document is completed with the person prior to the PCP meeting. The pre-planning document has several areas that will need to be addressed during the PCP process. Informed choice is reflected through full disclosure of the organization's capabilities to meet the person's outcomes, expectations, needs and understanding of their responsibilities. This consists of the scope and expected outcomes of employment services, choices, plans and options directly relating to the person. It is important that you look at several areas while you are recording the PCP information such as: identify what will be done, who will be assisting, how often will this occur (if applicable), what purpose does this serve, identify any safety or natural risks, medical or assistive technology needs and what is the goal/desired outcome? Review any cultural needs, spiritual beliefs or any faith/religious background that we should be perceptive of during the planning process.

The Person-Centered Pre-Planning has several topics/questions that should be reviewed while considering what is important to the person. If the person, staff, family and friends feel that they would like to see several areas addressed, then as a team you should prioritize and determine the area(s) to address in the coming year in the agreed upon PCP.

If any problems/concerns arise during the Person-Centered Pre-Planning and you are unable to resolve them, contact your immediate Supervisor for assistance. An example is, if you know that Anne wants to invite her cousin Shelly to her PCP, and she wants to have the meeting at a restaurant, but the Supports Coordinator has not invited Shelly and it is being held at the office, you should call your supervisor for assistance to ensure the choices of the person are being met and noted. We should be advocating for the people we support at all times to ensure their preferences and needs are addressed.

WE MAKE THE DIFFERENCE