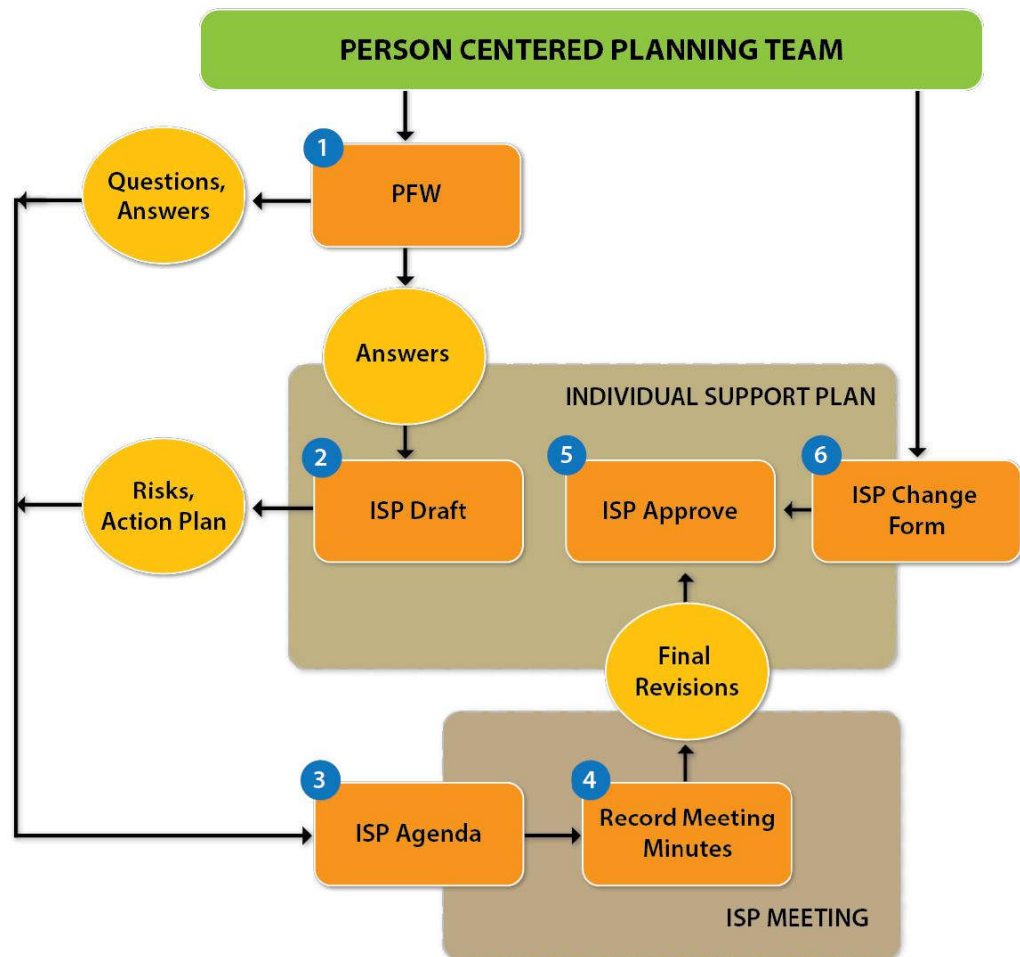


INDIVIDUAL SUPPORT PLAN – OVERVIEW OF THE PERSON CENTERED PLANNING (PCP) PROCESS IN THERAP

Therap’s Individual Support Plan (ISP) allows you to collaboratively develop a person-centered plan of delivering services and supports to individuals. The ISP in tandem with the Personal Focus Worksheet (PFW) and ISP Agenda can be used to design supports and activities for the individual and record decisions that are made among the team members in the planning process. The following workflow diagram describes how the Person Centered Planning process works in Therap.



- 1 Personal Focus Worksheet (PFW)** - Personal Focus Worksheet reflects the perspective of the individual, the residential provider and, when applicable, the employment services provider, as well as the perspectives of those who know and care about the individual. In the worksheet, you may enter responses to the **20 questions** and the associated **agenda questions** and **Add Participants** to the ISP team. The PFW answers can be directly accessed from and copied to the Individual Support Plan and the ISP Agenda form.

- 2 **Individual Support Plan Draft** - The Individual Support Plan (ISP) is the written details of the supports, activities, and resources required for an individual to achieve personal goals. You may **Add Risk(s)** with attached supporting documents such as the RTR, add **Professional services, Service Supports, Action Plans, Discussion Records** and print out the **ISP Signature Page** before saving a draft to be finalized after the ISP meeting.

- 3 **ISP Agenda** - The ISP Agenda is the required tool used by ISP teams to record all the issues and topics that must be addressed at the ISP meeting. You can add **Individualized Items** to discuss PFW responses, Action Plans from the ISP, and a list of **Required Items** questions to discuss during the ISP meeting.

- 4 **Record Meeting Minutes** – Once the ISP Agenda has been approved by users with the appropriate roles, the **Record Meeting Minutes** feature of the ISP Agenda can be used to add closing comments to the topics of the ISP Agenda as they are discussed during the ISP meeting. The comments can then be used to prepare the final draft of the Individual Support Plan.

- 5 **Individual Support Plan Approve and Acknowledge** – After the ISP responses have been submitted and reviewed during the ISP meeting, users with the appropriate roles can **Approve** the ISP and team members of the planning team can **Acknowledge** the ISP.

- 6 **ISP Change Form** - A Change Form is used to record every change to the Individual Support Plan after it has been approved. The ISP Change Form contains sections such as **Reason for Change, List Specific Changes** and **Where is the Change Documented?** to describe what has changed in the ISP and an **Acknowledgement List** to show the team members who approved the change.