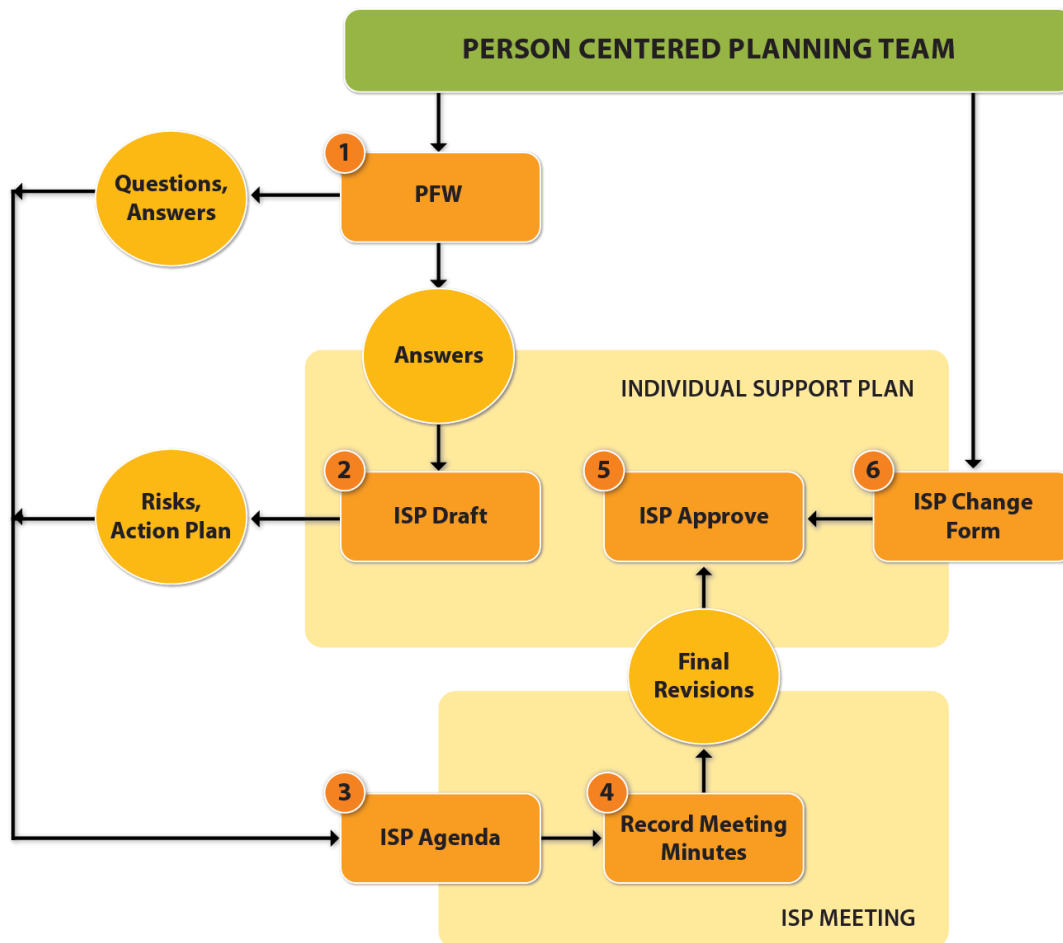


## INDIVIDUAL SUPPORT PLAN – OVERVIEW OF THE PERSON CENTERED PLANNING (PCP) PROCESS IN THERAP

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.



### Individual Support Plan

The Individual Support Plan (ISP) provides an enhanced workflow for planning and documenting Individuals’ supports. With the ISP, user can record an individual’s personal details including Risks and Professional Services, Action Plan, Discussion Records, and Service Supports.

1. Click on the **Individual** tab from your dashboard. In the **Individual Support Plan** module, Click on the **New** link of the **Individual Support Plan** section to get started with creating the ISP.

Individual Support Plan	
Personal Focus Worksheet	New   Search
ISP Agenda	New   Search
Individual Support Plan	→ New   Acknowledge   Search   About To Expire

It will then load the **Individual** List page. On the Individual List page, click on the Last Name under the **Last Name** column to create ISP for the particular Individual.

**Individual Support Plan**

Personal Focus Worksheet	New   Search
ISP Agenda	New   Search
Individual Support Plan	New   Acknowledge   Search   About To Expire

**Individual List**

Filter:

Showing 1 to 17 of 17 entries

First Previous **1** Next Last

Last Name	First Name	Individual ID
Blankenship	Ryan	
Adkins	David	
Baker	Julie	

2. You will be directed to the Individual Support Plan for that Individual. The status of the ISP will set to **New** as it is a complete new ISP for that individual. On the ISP, the **Individual Name**, **ID Number** and **Date of Birth** are auto-populated from the Individual Data Form (IDF) of that Individual.

Choose if the individual has a legal Representative/Guardian by selecting Yes/No. If you choose Yes, then do not forget to mention the name in the 'Name' field that is right beside it. Enter the **ISP Meeting Date**, **ISP Start Date** and **ISP End Date**.

Jump to

**ISP Form Info**

Status: Draft  
 Form ID: OISP-LINKCSD-E894P5NWZD28V  
 Last Updated By: Julie Hand, Program Specialist on 06/13/2016 07:49 AM  
 Entered By: Dona Deal, Resource Coordinator on 06/07/2016 01:56 PM  
 Submitted By: Samantha Hynes, Program Specialist on 06/08/2016 03:20 PM  
 Returned By: Samantha Hynes, Program Specialist on 06/09/2016 10:43 AM

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[Update History](#)

As Users scroll down the page, Save and Continue Editing button floats on the top of the page

Save and Continue Editing

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<b>Individual Name:</b>	Ryan Blankenship	<b>Date of Birth:</b>	12/25/1985
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Does Individual have a Legal Representative/Guardian?  No  Yes

Name	
Victoria Blankenship	<input style="width: 100%;" type="text"/>

Enter Legal Representative/Guardian's name

<b>ISP Meeting Date</b>	<input type="text" value="04/29/2017"/>	<input type="button" value=""/>	(MM/dd/yyyy)
<b>ISP Start Date</b>	<input type="text" value="05/01/2017"/>	<input type="button" value=""/>	(MM/dd/yyyy)
<b>ISP End Date</b>	<input type="text" value="04/30/2018"/>	<input type="button" value=""/>	(MM/dd/yyyy)

3. In the **'What is most important to the Individual?'** text area, you can import the answer from the PFW of the Individual, specifically the answer to the **'What is most important to this person from his/her perspective?'** question.

**What is most important to the Individual?**

B I U [List Icons] [Undo] [Redo] [Image]

Ryan was present for his meeting today. He provided active discussion about the things he has accomplished over the past year and goals he looks forward to working towards in the future. He prepared the meeting invitations, chose the location and the date of his meeting.

Ryan is good at drawing and writing. He is also good at working with his hands to fix and build things. Ryan is writing a novel and has interest in learning more about how to improve his writing techniques. Ryan would like to get a driver's license and purchase a vehicle. He is interested in getting a tattoo.

The family members that are most important in Ryan's life are his parents, his sister, Victoria, and his Uncle Alan. Jim and Theresa are his friends that he likes to go bike riding with. Harvey and Neal are two other friends that Ryan enjoys spending time with. Ryan has acquaintances through the groups he is involved in at the Archery Center, St. Joseph Church, the Model Railroad Club and the Old Iron Tractor Society. He goes to the Summit Center several times a week to swim, work out and play basketball with friends. Ryan likes to decide what he is going to be involved in by learning about activities through other people or in the listings in the Yankton Events Calendar. It is important to Ryan to be well connected and have a presence in the community. He fulfills this through the groups he is a part of, his employment at Culver's, his volunteer work and his participation in community activities. He is able to attend activities in his community without support.

Ryan lists traveling to Branson for a Christmas trip, getting his job at Culver's, increasing his archery skills and making improvements to his bike as some of his biggest accomplishments this past year.

Other things that are important to Ryan are having his own apartment, earning a paycheck and having money to travel, being on time (especially to work), making his own decisions and having the opportunity to sleep in or take naps. He is satisfied with the amount of hours he works at Culver's at this time and has expressed interest in learning how to operate a cash register.

Click to import answer from the PFW

Maximum 30000 characters

[Import from Personal Focus Worksheet](#)

4. On the **Risk** section, you may add risks by clicking on the **Add Risk** link. Here you can add the Risk Type from the Drop-down list which offers a huge numbers of Risk types. You can also attach associated risk documents that you may have prepared as part of the PCP process.

**Risks** Jump to

Individual is at risk of, or has a risk related to, the following (as identified on the Risk Tracking Record)

Risk Type	Support Documents	Support Document Information			
		Home		Work	
		Date	Where Kept	Date	Where Kept
<a href="#">Add Risk</a>					

**Risks**

Risk Type\*  Click here to select Risk Type from the drop-down list

Risk Other

Support Documents

[Add New Support Document](#) [Select a Support Document from Other Risks](#)

[Back](#) [Done](#)

- Seizures
- Please Select –
- Alcohol Abuse
- Aspiration
- Aspiration/Choking
- At Home without Support
- At Work/ATE Without Support
- Away From Home Without Support
- Choking
- Complications Associated tube or ostomy
- Complications of Diabetes
- Congestive Heart Failure
- Constipation
- Court Mandated Conditions (court order and date)
- Dehydration

5. On the **Professional Services Individual Uses/Needs** section, add key professional contacts for the individual by clicking on the **Add Professional Services**.

**Professional Services Individual Uses/Needs** Jump to

Name (Responsible Organization)	Contact Type - Type of Specialist	Contact Information	Specific reasons for this specialist	How Often or Due Date	Where to Record	Notes
<a href="#">Dr. Scott Weber</a>	Primary Physician - General Practice	Yankton Medical Clinic 1104 W. 8th Street, Yankton, SD 605-665-8910	annual physical and general medical care	annually and as-needed	Therap	Exam also includes diabetic well check. Continue meds and diabetic diet as prescribed. Lab work done annually or more often as necessary.
<a href="#">Dr. Richard Barth</a>	- Endocrinologist	Sanford Clinic Diabetes and Thyroid 1305 W. 18th Street Sioux Falls, SD 57105 605-328-8700	check Diabetes	every 6 months	Therap	Your A1C was 6.1, with a target of 7 or below. No recommended changes at this time.
<a href="#">Dr. Jerome Freeman</a>	- Neurology	Sanford Neurology Clinic Vermillion, SD 605-555-1234	Seizures	annually	Therap	Blood work to be repeated in 6 months. Return for annual next year. No recommended changes at this time.
<a href="#">Jessie Scott, DDS</a>	- Dentist	1101 Broadway, Suite 105 Yankton, SD 605-665-2448	dental cleanings and exams	every 6 months		return every 6 months. The general condition of your teeth is good. You received a new partial in October 2010.
<a href="#">Kim Comoyer</a>	- Psychology	Great Plains Psychological Services 401 S. Carnegie Place Sioux Falls, SD 57106 605-323-2345	individual counseling	monthly or as recommended by counselor and team	Therap	Counseling began in 2014.

[Add Professional Service](#) Click to Add Professional Service

or, You can also fill up the information fields.

Does this person have a Nursing Care Plan at home?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Where Found	<input type="text"/>
Does this person have a Nursing Care Plan at work?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Where Found	<input type="text"/>
Does this person have a Health/Medical Problem List?	<input type="radio"/> No <input checked="" type="radio"/> Yes	Where Found:	
		Home	<input type="text" value="Medication book, Therap"/>
		Work	<input type="text" value="Medication book, Therap"/>
Does this person have a Health Care Representative?	<input checked="" type="radio"/> No <input type="radio"/> Yes	If Yes	<input type="radio"/> Self Appointed <input type="radio"/> ISP Team Appointed
Appointment date	<input type="text"/> (MM/dd/yyyy)	Where is the document located?	<input type="text"/>

6. The **Action Plan** section in the Individual Support Plan is next. Here all the actions which need to be implemented can be included. Click on the **Add Action Plan** link in order to add action plans.

- If the check-box for **Action Plan for Employment/ ATE Services** is selected then a list of options will appear under **Reason for Planning**. Please select an option from the list that appears. Enter **Desired Outcomes** and **Issues** into the respective areas that are available.

Action Plan for Employment/ATE Services	<input checked="" type="checkbox"/>	Select a reason for the Action Plan
Reason for Planning	<input checked="" type="radio"/> I am making a plan to maintain or improve my current job. <input type="radio"/> I want to get a job in the next year. <input type="radio"/> I want to discover more about work and my skills and get a job in the next two years. <input type="radio"/> I don't want to work right now.	
Desired Outcome*	<input type="text"/>	
	3000 characters left	
Need/Issue*	<input type="text"/>	
	3000 characters left	

- Click on the **Add New Action Step** link in order to add action steps

- Click on the **Add Outcome Measure** link to select tags for outcome measures
- Click on **Link ISP Program** to add any existing ISP Programs
- Click on the 'Done' button at the bottom once you have entered all the necessary information


<b>Measurable steps that will be taken to reach desired outcome</b>	
<a href="#">Add New Action Step</a>	Click to add New Action Step
<b>Outcome Measure</b>	
<a href="#">Add Outcome Measure</a>	Click to Add Outcome Measure
<b>ISP Program</b>	
<a href="#">Link ISP Program</a>	Click to Link ISP Program
<a href="#">Back</a>	<a href="#">Done</a>

7. The Discussion records section will assist in the documentation of the information after any discussion regarding the existing Individual's Support Plan among the PCP team members. Click on the **Add Discussion Record** link in order to enter any discussions in progress and decisions taken.

<b>Discussion Records</b>		<a href="#">Jump to</a>
<a href="#">Add Discussion Record</a>		
<b>Need/Issue*</b>	Encourage Ryan to do good art-works	
	About 2965 characters left	
<b>Discussion</b>	The discussion was about choosing the first help to help Ryan to achieve his goal.	
	About 2918 characters left	
<b>Decision</b>	It has been decided that the first would be to teach Ryan how to be independent.	
	About 2920 characters left	
<b>Selected Action Plan:</b>	<a href="#">Add Action Plan</a>	Click to Add Action Plan
<a href="#">Back</a>	<a href="#">Done</a>	



8. In the **External Attachment** section, necessary documents can be attached by clicking on the [Add External Attachment](#) link.

External Attachment <span style="float: right;">Jump to</span>		
Name	Description	Action
	<a href="#">Add External Attachment</a> 	

9. In the **Change Approval Process** section, any changes made to the Individual Support Plan that needs approval from the team that is involved in creating the Individual's Support Plan can be documented here before the next meeting.

Change Approval Process <span style="float: right;">Jump to</span>	
Team members will be contacted to obtain verbal approval for all changes to the ISP or Support Document(s).	
Exceptions:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
	1000 characters left

10. You may choose to **'Save'**, **'Submit'**, or **'Approve'** the ISP by clicking on the respective button located at the bottom of the **Individual Support Plan**.

<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Approve"/> <input type="button" value="Delete"/>
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11. Once you have completed the Save, Submit or Approve action on your ISP, you can print it by clicking on the **'Display PDF'** button. You can download the ISP signature page by clicking on the **ISP Signature PDF** icon. This will help you gather the ISP team's acknowledgement of the person's involvement in planning and balance of preference and needs.

 <a href="#">Display PDF</a>  <a href="#">ISP Signature Page</a>
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