

## **Person Centered Planning**

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**Purpose**                    *To ensure there is a planning process that promotes client/family/guardian involvement, and that meets contractual requirements.*

**Policy Statement**                    *ASC will ensure that people receiving services are supported through a Person Centered approach to planning based on client/family/guardian choice.*

*Person Centered Planning is a process that:*

- *Recognizes the person’s culture, interests, needs and desires*
- *Recognizes the person’s communication and learning style*
- *Promotes personal wellbeing, independence and community connections*
- *Assists the person in gaining control over his or her own life*
- *Uses a collaborative approach to develop a plan to identify client’s goals, actions, and timelines*
- *Celebrates what is meaningful to the person*
- *Results in a written record*

Binder(s):	Adult Services, Family Support Services								Page:	1 of 1
Section(s):	PCP	A	95-01-27	R	96-06-14	R/R	98-04-08	R/R	98-05-20	
Program Area(s):	Adult Disability, FSS-Disability	R/R	04-03-18	R	Mar 14/05	R/R	Sept 12/2007	R/R	Feb 28/08	
		R/R	May 28/15	R/R	Oct 25/18					

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In addition to the person served, the planning process may involve but not be limited to:

- Parent/Guardian/Family
- Friends and others specifically invited by the person
- Coordinator/Designate
- Representatives from the Support Team, and other services Funder representative as applicable

A Person Centered Plan is completed as per contractual requirements. However, it can also be done at any time in a person's life, as requested or required for example, life transitions, significant changes, and advanced care planning.

### **Overall Steps to the Planning Process**

The Coordinator/designate will ensure:

- Completion of a process or tool that involves the person and relevant stakeholders to identify the person's strengths, needs, interests and goal areas
- A review of identified outcomes, goals, actions and strategies with the person and relevant stakeholders
- A written record is completed
- An agreement and/or consent from the person and relevant stakeholders (as required) is obtained
- The written record is maintained on client main files and copies are forwarded to relevant stakeholders

### **Review Process**

- Planning with people is an ongoing process that continues throughout the year
- Regular ongoing review of the strategies, actions, goals, outcomes, progress and collected data will occur with the person and relevant stakeholders
- As per funder requirements, regular ongoing updates of progress will be forwarded to relevant stakeholders
- Formal review/revisions of the goals will occur as required, resulting in a new written record

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