



**INDIVIDUAL
ASSESSMENT
POLICY**



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I. PURPOSE

This policy is implemented in order to ensure compliance with State regulations requiring that Assessments be conducted to support and improve needed services (Title 404 Chapter 4-005.01A).

II. AUTHORITY

The ABLED, Inc. Board of Directors has approved this policy and has directed Executive Management to ensure implementation.

III. PROCEDURAL DIRECTIVES

A. Assessment

1. Assessments must be conducted for each individual to obtain accurate and complete information related to the individuals' history, preferences, strengths, abilities, and needed services.
2. Assessments must be completed for each individual within 30 calendar days of entry to services; at least annually, the assessments must be reviewed and updated to reflect the individual's current status.

B. Assessment Tools

1. Each area program will maintain a selection of assessment tools. The assessment tools will address a range of skills and provide a variety of testing formats.
2. Acceptable assessment tools include formal, standardized tests (i.e. ABS, TSM, etc.), locally developed tests and personal observation recording forms (baselines, etc.).
3. ISP Team members are responsible for being familiar with the available assessment tools.

C. Assignment of Assessment Tools

1. At the Semi-annual meeting, at minimum, the ISP Team members will discuss the assessment domains:
 - a. Physical development and health
 - b. Sensory-motor development
 - c. Communicative development
 - d. Social-affective development
 - e. Cognitive development
 - f. Independent living skills-must include toileting, eating, personal hygiene, medication administration
 - g. Leisure/personal skills
2. The discussion will determine what information is necessary to plan for the next ISP year. It is not required that all domains be assessed.
3. The Team must review all domains to determine which are pertinent for assessment.



4. Information must be gathered in each of the pertinent domains which relate to the individual's desires.
5. Specific assessment tools (or portions thereof) will be selected by the Team based on the tool's ability to provide the information desired by the Team.
6. A specific person(s) will be assigned the responsibility of completing each selected assessment.

D. Conducting Assessments.

1. Each person designated will be responsible for gathering the necessary assessment tools, as listed in the ISP.
2. The assessor must understand all instructions completely before conducting any formal or standardized assessment. Any questions will be taken to a supervisor before initiating the assessment process.
3. The assessor must implement each item of the assessment as instructed, making any additional notes which may be beneficial to the Team when reviewing the results.
4. Assessments will be conducted over a period of time so that the person being assessed is not overwhelmed or made anxious by the procedure. Assessment items will be repeated if the assessor questions the validity of the results.
5. Personal observation and interaction with individuals served often provide the truest representation of the person's strengths and needed services. Personal observation must be documented in an objective form, citing a specific skill or group of skills (i.e. dressing, completing a contact task, etc.) and detailing levels of independence and/or support needed. Situational information is also helpful in creating methodology for new programs.
6. Assessments will be completed 30 days prior to the Annual ISP meeting.

E. Reporting Assessment Results

1. The ABLED staff responsible for each specific assessment will discuss the completed assessment with the Chief Operations Officer or designated staff prior to the annual ISP meeting.
2. ABLED staff will provide copies of the completed assessments to the service coordinator at the meeting.
3. At the meeting, when indicated, ABLED staff will review each skill assessed, identifying it as a "strength" or a "needed service". Staff will also indicate what level of assistance or support was required to accomplish the task when not done independently.
4. Staff will be prepared to answer any questions Team members may have concerning the assessment.
5. The assessment results will be used to develop all programs and then filed with the ISP appropriately (see current retention procedures).