

INDIVIDUAL SERVICE AND SUPPORT PLAN

POLICY

(Ref. 10 CCR 2505-10 8.608)

An Individual Service and Support Plan (ISSP) assists an individual receiving services in attaining new skills or maintaining current abilities based on the prioritized needs as developed by the interdisciplinary team in the Individualized Plan (IP). The individual and his/her direct support shall participate in the development of the ISSP within thirty (30) days of the date given in the IP for it to be written.

ISSPs will be developed for all individuals receiving services to ensure that service and supports are provided consistently and reach the intended results, and as determined by the Interdisciplinary Team. **An ISSP is required whenever a restrictive procedure is to be used.**

A copy of the ISSP shall be submitted to the Community Center Board. The person receiving services, guardian and /or authorized representative shall be made aware that a copy of the ISSP will be made available to them upon request. This will be documented in the Individualized Plan and provided within 30 days of the date given in the IP for it to be written.

The purposes and content of the ISSP document shall be to provide:

1. A written statement of the objective or intent that the ISSP is to accomplish;
2. A written explanation of the specific methodology, strategy or procedure that will be implemented.
3. A means for consistent implementation between the various service agencies providing services and supports provided for the individual; and,
4. Criteria against which the effectiveness of the ISSP shall be measured and timelines for reviews.

When a person needs assistance with challenging behavior, including a person whose behavior, including a person whose behavior is dangerous to himself, herself, or others, or engages in behavior which results in significant property destruction, Metro Support Services, in conjunction with the Interdisciplinary Team will complete a Comprehensive Life Review including:

1. The status of friendships, community access, job or residential situation;

2. The status of family involvement, satisfaction with roommates or providers, and the level of freedom to make and carryout decisions;
3. A review of the person's sense of belonging to any groups, organizations or programs for which they may have an interest, a review of the person's sense of personal security, and a review of the person's feeling of self-respect;
4. A review of other life issues such as staff turnover, long travel times, relationship difficulties and immediate life crises, which may be negatively affecting the person;
5. A review of the person's medical situation which may be contributing to the challenging behavior; and
6. A review of the person's ISSPs to see if the services being provided are meeting the individual's needs and are addressing the challenging behavior using positive approaches.

If any aspect of this review suggests that the person's life situation could be or is adversely affecting his or her behavior, these circumstances shall be evaluated by the interdisciplinary team and specific actions necessary to address those issues shall be included in the IP and/or ISSP prior to the use of any restrictive procedures to manage the persons behavior.

Issues identified that cannot be addressed by the Interdisciplinary Team should be documented in the IP or ISSP and the Community Centered Board Administrator will be notified of these issues and the present or potential effect they will have on the person involved.