

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

POLICY AND PROCEDURE MANUAL

Section: Clinical
Policy Number: 8
Subject: **Person Centered Planning**

Effective Date: 7/15/02
Last Revision Date: 1/30/14
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Policy

It is policy of Shiawassee County Community Mental Health Authority (SCCMHA) that all individuals have the right to have their individual plan of service developed through a person centered planning process regardless of age, disability, or residential setting.

Purpose

The purpose of this policy is to define the values, principles, and essential elements of the person centered planning process.

Application

This policy applies to all clinical programs and staff of SCCMHA.

Definition

Person Centered Planning: A process for planning and supporting the individual receiving services that builds upon the individual's capacity to engage in activities that promote community life and honor the individual's preferences, choices, and abilities. The person centered planning process involves families, friends, and professionals as the individual desires and requires.

Standards

Values and Principles:

1. Each individual has strengths and the ability to express preferences and to make choices.
2. The individual's choices and preferences shall always be honored and considered, if not always granted.
3. Each individual has gifts and contributions to offer to the community and has the ability to choose how supports, services and/or treatment may help him/her utilize his/her gifts and make contributions to community life.

4. Person centered planning process maximize independence, create community connections, and address the individual's needs and preferences.
5. During this process there is a focus on integration and inclusion of the person served into his/her community, the family, natural support systems, and other needed services.

Person Centered Planning:

1. An interim plan of service shall be completed at the time of initial assessment. This plan shall identify the immediate services to be provided based on the consumers assessed needs. The information/data in the interim plan of service shall be used in the development of the person centered plan as appropriate.
2. The individual served shall direct the planning process with a focus on what he/she needs and desires.
3. Each Individual shall be involved in a pre-planning process to identify his/her preference for his/her person centered planning meeting. This pre-planning will be documented on the SCCMHA approved forms and will identify the consumer's preference for:
 - Goals and desires, and any topics which he/she would like to discuss
 - Topics he/she does not want discussed
 - Who to invite
 - Where and when the meeting will be held
 - Who will facilitate
 - Who will record
 - Special needs and/or accommodations
 - Self Determination
4. The development of the person-centered plan (treatment plan) including the identification of possible services and professionals will be based upon the expressed needs and desires of the individual.
5. When appropriate to meet the individual's assessed needs, a collaborative/interdisciplinary approach and service provision shall be provided to assist the individual in reaching optimal outcomes in his or her achievement of treatment, care and services. This collaborative/interdisciplinary approach may include health professionals, community, family, and natural supports.
6. In the event that an individual's identified need and/or goal cannot be addressed by SCCMHA service provision, identification of the referral to an external service provider will be documented in the plan. Documentation is also required for application of consumer choice for non-SCCMHA service provision.

7. When significant needs/goals are not addressed, and/or deferred, justification is documented in the plan of service.
8. In the case of minors the child/family will be the focus of service planning and family members shall be integral to the planning process and its success.
9. A comprehensive person centered plan shall be developed for all new consumers within (30) calendar days of the completion of their clinical assessment.
10. All consumers are to receive a copy of their person centered plan within fifteen (15) business days of completion.
11. Person centered plans shall be monitored at periodic intervals as specified in the plan.
12. The person centered plan identifies agreed upon criteria specific to discharge or termination of treatment, care, or services based on the individual's assessed needs.
13. If the individual believes that the opportunity for person-centered planning is not provided as specified in the manner above, it is the responsibility of SCCMHA to inform the individual of his/her rights to consult with the Recipient Rights Office, file a grievance or file a dispute.
14. Modifications to the person centered plan are developed and implemented according to the person centered planning policies of SCCMHA.
15. Population specific person-centered plan requirements shall be detailed in the program level departmental procedures.

Compliance

Michigan Department of Community Health

Approved by:  9-14-15
Board Chairperson Date

 9.15.14
Chief Executive Officer Date

