

1.9	Person-Centered Planning	Page 1 of 1
Authorizing Utah Code: 62a-5-103	Rule: R539-2-5 <i>(effective 12/04)</i>	Division Staff
Issue date: 5/02	Revision date: 5/04	
Form(s): 1-16	Contract: Part II General Requirements, Section 8 (pgs. 17-18)	

The **Division** supports **Person-Centered Planning**, which includes assessing, planning, implementing, and evaluating. This process must have an individualized focus and incorporates the principles of **Person-Centered Planning**, **self-determination**, informed choice, and equity. Input from the **Person** and their **Team** should guide and direct this process.

PROCEDURES

1. **Support Coordinators** shall use a Person-Centered approach along with other formal and informal assessments to develop the **Individual Service Plan (ISP)** (See Division Directive 1.8).
2. The **Person's Team** will work with the **Person** to identify goals.
 - A. The **Person** receiving supports or the **Person's Representative** determines the membership of the **Team**, which will include the **Support Coordinator**.
 - B. The **Team** meets at least annually (within twelve months of last meeting), or more often as the **Person** or other members of the **Team** determine necessary.
3. The **Support Coordinator** ensures that the Person-Centered Planning Face Sheet (**Form 1-16**) and an **Action Plan** are completed in the planning meeting.
4. The **Person, Provider, and Family** will assess, plan, implement and evaluate goals and supports for which they are responsible, as agreed upon and listed on the **Action Plan** in the planning meeting.
5. The **Team** will decide the level of detail required to describe the actions involved in the assessing, planning, monitoring and evaluating needed for the supports based on the experience and expertise of the staff providing the **Person's** supports and needs. The use of the philosophical **Person-Centered Planning** approach will be demonstrated and documented in the **Person's** file.
6. If any interested party believes that **Person-Centered Planning** is not being implemented as outlined or receives a request from the **Person/Representative**, they should immediately contact the **Support Coordinator** to resolve the issue by following the informal and, if necessary, the formal resolution process outlined in **Division** Directive 1.6, Notice and Hearings for **Agency Action** and 1.7, Entry to and Movement within the Service System.