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.