

Plan Backup - Backup/Emergency Contacts

	Name	Role	Phone	Email	Address	Other	Delete
<input checked="" type="checkbox"/>	Simon Seville	Friend	8015384200	usteps@utah.gov	62 address 2 SLC UT 84116		
<input checked="" type="checkbox"/>	Joe Munk	Father	8015384200		62 address 2 SLC UT 84116		
<input checked="" type="checkbox"/>	Eleanor Munk	Mother	8015384200		62 address 2 SLC UT 84116		
<input checked="" type="checkbox"/>	Dave Seville	Friend	8015384200	usteps@utah.gov	994 W. 230 N. Orem UT		

73

In response to the Home and Community-Based Services (HCBS) Settings Rule, a “Plan Backup” tab was added to the new software as a required part of the Person-Centered Support Plan (PCSP). In addition to having a backup plan, the PCSP must reflect risk factors and how they will be minimized and prevent unnecessary support to an individual. (Katie will put the statements in the chat from the Settings Rule that outline these requirements.) The “Plan Backup” tab is where this can be documented.

The Plan Backup section must be reviewed to validate a new PCSP or make changes to an active PCSP. If back-up plans were not initially addressed during the person-centered planning process for the active plan, you will be asked to address this section when making any type of modification.

Backup plan information can include:

- Backup/Emergency Contacts
- Risk/Response Data

To validate the Plan Backup tab **the minimum requirements include:**

- An Emergency or Backup Contact
- There must be one Risk/Response (refer to next slide)

The List of Backup/Emergency Contacts pre-populates from the Relationships screen for the individuals marked as Backup/Emergency Contact. There is a box you can check when editing or adding a consumer relationship. It is currently found under the

“Race” dropdown menu - Backup/Emergency contact. Those shown in the screenshot were pre-populated.

You can also add an emergency contact on this screen. In the top screen, add applicable information in the labeled text boxes.

****NOTE:** Information entered into this screen will NOT automatically create a Social Relationship entry. That information will need to be added manually to the Social Relationship screen in USTEPS, if desired.

Plan Backup - Risk/Response

Pre-Planning ✓ Plan Dates ✓ Action Plan ✗ Budget ✗ Attachments Plan Backup ✓

Backup/Emergency Contacts
Risk/Response Data ✓

Add Identified Risk/Response

Identified Risk Response Time
Response Notes

Add Clear

List of Identified Risks Expand All

Identified Risk	Response	Response Time	Notes	Delete
No records found.				

75

Minimizing risks means that support teams need to plan and document ways to allow for the dignity of risk, promote independence, and prevent unnecessary support. Unnecessary support includes the inappropriate overlapping of services, but it also means providing support to do something that the person does not need, like holding their money for them, or not letting them leave the building unsupervised.

Specific Risks need to be identified for each Person and documented in the Plan Backup - Risk/Response in the plan in USTEPS. In this screen, you will note the identified risk and any response time associated with that risk, if applicable. For example, if the risk is a seizure or a fall, there may need to be an immediate response. If the risk is leaving the group, the response time may be several minutes or hours, depending on the person, before the response is triggered. Noting a response time can address the issue of “providing unnecessary supports.” You will note what the response should be, and any notes that would be helpful to know in case of the risk occurring.

Think about using this area of the PCSP as a potential emergency plan for the person that can be used by whomever has access to the PCSP. The person and/or family could also provide a copy of this portion of the PCSP report to natural supports or others as a training resource.

To help you think through a person’s risk factors, use these questions from *Person-Centered Approaches to Supporting Dignity of Risk for People with Disabilities*: (<https://youtu.be/Q7WQj3haejA> for the webinar recording,

https://www.hsri.org/files/uploads/publications/NCAPPS_Webinar_Slides_Final_230323.pdf to download the slides)

- What is it the person does? (action, behavior)
- What about the action or behavior worries or creates fear in the team? (risk)
- What do we understand about the action? (context, conditions)
- What are likely results? (impact, consequences)
- What keeps the person from doing it? (prevention)
- What do people do when the person engages in the action? (response)

If a person doesn't have obvious risks in their life that need to be addressed, the support team may need to think more broadly. What would happen if power went out, phone service was unavailable, or internet service dropped? Does the person have natural supports they rely on who may suddenly not be able to provide support? What about financial risks or potential problems associated with the person having a fixed income? Reminder you have to have something in backup plan to validate

If you have any questions, reach out to a member of the Employment Planning and Inclusion Team or the USTEPS team for support or assistance.

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