

7.1 INDIVIDUAL SUPPORT PLANNING

Overview:

BACI recognizes the right of each infant, child, youth, adult and family to be supported based on his/her individual needs, strengths, abilities, and preferences. Infants, children, youth, adults, and families will be referred to as individual(s) throughout this policy.

An Individual Support Plan (ISP) is one way to formally identify the needs, strengths, abilities, and preferences for an individual receiving service with BACI. An ISP should be a collaborative effort between the person, his/her support network, and BACI.

BACI recognizes the importance of putting the individual and his/her family's contributions to the ISP first. The person and their family must decide who participates in and contributes to the ISP. BACI may also provide input and/or suggestions about other supports (i.e. professional, health care, friends) that may provide relevant information into the ISP.

The individual and his/her family must be informed by BACI that the information they contribute to the ISP is personal and private. Any information shared regarding the ISP must be done with the consent of the individual and/or family. The information will be protected and maintained as per the legal and organizational standards of information management. This standard applies across all services.

Along with the family and individual, the staff are trained and expected to implement the ISP. The implementation of an ISP is a shared responsibility and effort between the individual and their entire support team.

The ISP must reflect the individual's goals, preferences, and needs. An ISP is developed and maintained from the individual's perspective and input. It is important an ISP provide as much up to date detail and consideration for the person and who he or she is. The following is key information that may be used to develop an Individual Support Plan:

- 1.General Information
- 2.Personal Planning Process
- 3.Communication
- 4.Home Life
- 5.Community and Employment
- 6.Health Care
- 7.Medication
- 8.Nutrition

For a full description, see the BACI Individual Support Plan for Residential and Community Inclusion (CI) in BACI's Procedures Manual.

Whenever an ISP is created and maintained with an individual, BACI will advocate that the Plan:

- Is in the individual's best interest;
- Focuses on the capabilities and strengths of the individual;
- Is developed with the family's continual input;
- Is respectful and the least-intrusive to the individual;
- Is carried out in a positive, safe, and supportive manner;
- Is updated on a regular basis to ensure the best and most effective support strategies are being implemented with the individual;
- Meets the goals and outcomes of the individual and family.

Adult & Youth Services:

Adult & Youth Services are required to maintain an ISP for each individual receiving service.

Adult & Youth Services – Procedure:

- Refer to ISP/Care Plan procedures.

Children's Services:

Group child care services are not required by the service mandate to maintain an ISP for each child. However, there are situations when an ISP is required and therefore developed for a child. An ISP must be developed for a child when extra support outside of the group child care staff is needed. Extra support may be related to health, learning, social support, behavioral support or other developmental needs.

The family receives a copy of the ISP. A copy of the ISP is also kept at the Child Care Centre where the child is receiving support. Where applicable, involved professionals such as the Ministry for Child & Family Development, Supported Child Development, and/or related health care supports may receive a copy of the ISP.

Children's Services – Procedure for Individual Support Plan:

- Refer to ISP/Health Care Plan procedures.

Infant Development Program

The Infant Development Program (IDP) provides service based on the principles and practices of Family-Centered Care. Infants and toddlers rely on their family to provide the care and nurturing they need. Each family is unique in respect to care, culture, practices, beliefs, values, structure, and coping mechanisms. The family is the primary focus of service delivery and the home is the primary source of programming.

Therefore, the Individual Support Plan is referred to as the 'Family Service Plan' in IDP. The family is given the original copy of the Family Service Plan. A copy of

the Family Service Plan is kept in the IDP office and protected under the privacy standards.

Infant Development Program – Procedure for Family Service Plan:

- Refer to Family Service Plan procedures.

Linking Policies:

- 1.3 Quality Assurance Policy
- 1.8 Code of Ethics
- 2.1 Accessibility Policy
- 7.2 Personal Service Planning Policy
- 7.3 Individual Support Plans (Care Plans) Policy