

## 7.2 PERSONAL SERVICE PLANNING

### **Overview:**

The Burnaby Association for Community Inclusion is responsible for coordinating Personal Service Planning for the adults we serve. The Planning Meeting, which is led by BACI, the funder, or a member of the person's network, occurs on an annual basis through collaboration with family, friends, support staff, and professional support people.

BACI has a contractual obligation to work in partnership with the funder in order to complete Personal Service Plans. It is also bound by a commitment to the people we serve to provide high quality support. To this end, BACI, in partnership with the funder, has designed a process that articulates the multiple aspects of Personal Service Planning and delineates who is responsible to initiate and complete them.

### **Policy:**

BACI will make sure that the people served in Adult Services will have a Personal Service Planning Meeting each year. The planning will be based on the practices and values of person-centred planning and person centred thinking. BACI will use the Personal Service Planning Process as its main tool for planning. If the person (or if the person is unable to communicate their needs, their support network) requests that a different person centred planning tool be used for their planning meeting, BACI will do its best to accommodate that request.

### **The Personal Service Planning Process:**

Information Gathering – BACI to complete 'Guidelines for Planning'

The Personal Service Plan:

- The person, family and friends participate in the meeting
  - BACI is responsible for documenting the PSP
- Creating the Service Response Plan – BACI to complete in collaboration with the person, family and other support team members

Implementation – Personal vision and goals as outlined in the PSP

Monitoring and Review – BACI, along with the person's support network will review and monitor the Personal Service Plan.

### **Burnaby Association for Community Inclusion - Roles and Responsibilities:**

#### *Information Gathering:*

When BACI initiates Personal Service Planning, it is the Association's responsibility to gather relevant information to bring to, and share at, the Personal Service Planning Meeting. Employees will follow BACI's 'Guidelines for Planning'.

### *Service Response Planning:*

The Personal Service Planning Meeting will result in a number of short- and long-term goals. It is the responsibility of BACI employees to create action plans, known as Service Response Plans in order to address each of the goals. The creation of the Service Response Plan is a collaborative process and should include the person, family, friends, and other professionals. Employees will follow the 'Guidelines for Service Response Planning'.

### *Implementation:*

Once Service Response Plans have been created, it is BACI's responsibility to ensure that these plans are implemented.

### *Monitoring and Review:*

BACI, along with the person and their support network will share the responsibility with the family for monitoring, reviewing and updating the Personal Service Plans.

### **Linking Policies**

- 1.1 Vision & Mission Statements
- 1.2 Guiding Principles
- 1.3 Quality Assurance
- 1.8 Code of Ethics
- 1.12 Corporate Responsibility Policy
- 2.1 Accessibility Policy
- 7.1 Individual Support Planning Policy
- 9.1 Rights & Responsibilities of People with Disabilities