

## 7.1 INDIVIDUAL SUPPORT PLANNING

### Overview

BACI recognizes the right of each infant, child, youth, adult and family to be supported based on their individual needs, strengths, abilities and preferences.

### Adult Services

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, their support network, and BACI.

BACI recognizes the importance of putting the individual and their family's contributions to the ISP first. 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 their 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. ISP is a living document that should be updated as needed and stay current to ensure consistency of support.

For a full description of what is in an Individual Support Plan, see the BACI's Procedure Manuals.

BACI will ensure that the Individual Support 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, as appropriate;
- 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.

### **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 provides a copy of the ISP, that is developed by a Supported Child Development or related health care professional. A copy of the ISP is kept at the Child Care Centre where the child is receiving support.

### **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.

### **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