

7.2 PERSONAL SERVICE PLANNING

Overview

BACI is responsible for coordinating Personal Service Planning for the adults we serve. The Planning Meetings occur at least annually and are led by BACI, the funder, or a member of the person's network, planning meetings involve collaboration with the individual, their family, friends, support staff, and professional support .

BACI a holds contractual responsibility with the funder t to ensure the completion of Personal Service Plans. BACI is committed to delivering high-quality, person-centered support. BACI has designed a process that articulates the multiple aspects of Personal Service Planning and clarifies the roles and responsibilities involved.

Policy

BACI ensures that every adult served in Adult Services will have a Personal Service Planning Meeting at least once per year. The planning will be based on the practices and values of person-centered planning and person-centered thinking. BACI will use the Personal Service Planning Process as the primary tool for guiding the meeting and planning. If the person (or their support network) requests that an alternative person-centred planning tool be used, BACI will make every reasonable effort to accommodate that request.

The Personal Service Planning Process

A pre-planning meeting will be organized as the initial step in the Personal Service Planning process. At this stage, BACI is responsible for gathering and sharing relevant information to help guide and inform the upcoming planning meeting. All BACI employees involved in this process must follow the organization's Guidelines for Planning to ensure a consistent, person-centered approach.

The Personal Service Plan (PSP)

- The person, family and friends actively participate in the meeting.
- BACI is responsible for documenting the PSP. This includes the following steps:
 - Listing the goals.
 - Listing who is responsible for supporting goal achievement.
 - Time frame for completing the goal and what Quality of Life (Quality Assurance Indicators) the goals are most strongly connected to achieving.
 - Discussing and documenting a plan around any potential risk associated with the goals.
 - Creating the Service Response Plan, which is developed collaboratively by BACI, the person served, family and other support team members, and identifying actionable steps and supports needed to achieve the individual's goals.
- Attaching meeting minutes that capture other important conversations that took place during the meeting

Implementation

BACI is responsible for implementing the actions identified in the PSP, aligning with the person's vision, goals, and support needs.

Monitoring and Review

BACI, along with the individual and their support network, will regularly review and monitor the PSP to track progress, make adjustments, and ensure goals remain relevant and achievable.

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