

## **Personal Plan Narrative Instructions**

### **Profile of Person**

Describe the person in positive and personal terms rather than clinically and objectively. The profile is more concerned with a Focus Person's abilities than their deficits; more concerned with the supports that enable them to succeed than with the limitations that allow them to fail. The profile looks at the person in the context of their life and their relationships, as well the person's individual characteristics

### **Summary of Process Coordination**

- Outcome of reportable event, IST, Safety Plan, and Severely Intrusive Plan review (if applicable)

Indicate if there were any reportable events, IST's, safety or severely intrusive plans for the year. Indicate what, if any, goals or services were or need to be put into place as a result.

- Summarize review of returned Service Description and Goal Descriptions entered in EIS

Indicate if all Service and Goal Descriptions were entered and what, if any, follow up was needed with provider(s).

- Description of meeting with focus person that includes:

Summarize your discussion with the person and the outcomes, which includes the items below.

- When Process Coordination occurred and who attended (if more than just focus person)
- PCP meeting agenda items identified
- Note if sensitive issues were identified, in what other format will be dealt with and where info will be found
- Review of previous plan and long term goals
- What the person wants this year

Review summary of Service and Goal Descriptions to confirm with the person that this is what they want.

- Statement of any additional goals person identified which are not listed in Goal Descriptions

If, during your discussion, the focus person names another goal that he/she would like to work on but it was not included in the Goal Descriptions entered into EIS, be sure to include it in this section.

### **Summary of Plan Meeting Discussions (See PCP Instruction Manual for further explanation)**

- Date and attendees at meeting
- Summary of employment discussion
- Barriers to employment identified, if any
- Health and safety needs identified and addressed
- Guardianship discussion, if applicable
- Previous plan and long term goals reviewed
- Unmet needs were or were not identified – List unmet needs
- Interim Plan for unmet needs
- Plan for assessing consumer satisfaction with personal plan – including name of monitor
- Summary of discussion of goals across service areas

**\*\*\* Service Descriptions and Goal Descriptions must be entered into EIS\*\*\***