

CONFIDENTIAL

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES

INDIVIDUAL PROGRAM PLAN

FACILITY: Best Agency

RECIPIENT NAME: Sue Smith
CASE #: 63459
DATE OF BIRTH: 4/7/1951
GUARDIAN/H.C. SURROGATE: Mrs. Smith
ADVOCATE: EMS
ATTACHMENTS: _____

DATE: 6/10/04
SOCIAL SECURITY #: 347-65-9980
MEDICAID #: 22233398755
MEDLEY **HARTLEY**
 PADD
TYPE OF RESIDENCE: _____

ANNUAL IPP
 6 MO. REVIEW IPP
 OTHER IPP
 WAIVER
 TCM

Evaluations and Assessments Performed: List the Dates Assessments Completed

Medical/Nursing	Last Medical Examination DD-2A <u>05 / 12 / 03</u> Dental Exam <u>02 / 02 / 03</u> Neurological Exam <u>01 / 2 / 03</u> Nutrition <u>5 / 10 / 03</u> Speech <u>N/A /</u> Nursing <u>5 / 01 / 03</u> Hearing <u>5 / 12 / 03</u> Vision <u>6 / 7 / 03</u> Language <u> / /</u> Other _____
Psychological	ABS <u>5 / 03 / 03</u> WAIS <u>5 / 04 / 03</u> CIIS <u> / /</u> WISC-R <u> / /</u> Other _____
Habilitative/Social	Social History <u>4 / 30 / 03</u> Training/Education <u>5 / 30 / 03</u> Recreation/Leisure _____ Other _____ Habilitation - WVATTS <u> / /</u> Brigance <u> / /</u> L.A.P. <u> / /</u>

Evaluation and Assessment Summary: (List Strengths/Needs in all Areas)

A. Medical/Health Strengths	Medical/Health Limitations
<ol style="list-style-type: none"> 1. Received new wheelchair 9/01/01 2. Good appetite 3. Has Hep B immunity 4. Eliminated insulin dependence 10/98 secondary to diet 5. Seizure-free since '97 6. Able to self-transfer to and from wheelchair 7. Can ambulate 20 feet daily using wheeled walker, gait belt, and trained provider. 8. Hearing within normal limits 9. Able to express herself verbally and be generally understood, especially by those who know her well. 10. Mother has medical power of attorney. 	<ol style="list-style-type: none"> 1. Dx with Non-Insulin dependent diabetes Has difficulty sticking with 1800 cal ADA diet Unable to do fingersticks independently 2. Dx with Cerebral Palsy Almost entirely uses wheelchair Poor muscle tone especially in LE's Trouble with urinary/bowel continence 3. Complains of daily headaches 4. H/o cervical dysplasia, r/o menopause 5. H/o seizure disorder - mixed seizures, none for past 5 yrs. 6. 40/80 vision per Dr. Lens 7. Dx. with mild MR Difficulty calculating calories Unable to read medication labels, identify or state purpose of medications. 8. Allergic to dust and pollen 9. Dx with Generalized Anxiety Disorder (GAD) Symptoms- restlessness, pacing, hand-wringing, crying, refusal to participate in activities.

Individual Service Plan (Staff Actions Based on Assessment Results)

Area	Service Needs	Available Accessible	Responsible Person(s)	Duration
MEDICAL	<p>1. Diabetes: Follow-up with PCP as needed per Dr. Apple 1800 cal ADA diet, food monitoring Blood sugar monitoring every am ac Micronase 10 mg/day Skin monitoring by RN/LPN with staff assistance q week, or as indicated Education of staff and participant re: diabetes and effects of diet, exercise, and illness. Direct care staff will transport S.S. to office of PCP. PCP will monitor bld sugar levels and s/s of Diabetes type II. PCP will document rationale for continuance or change of medication and any possible SE's as well as consequence for taking no medication.</p>	yes/yes	Dr. Apple and Best Agency	6/10/03-6/10/04

Area	Service Needs	Available Accessible	Responsible Person(s)	Duration
<p>MEDICAL (CONT.)</p> <p>At least q 6 mos and as needed.</p> <p>1.5 hours q 6 months WO233</p> <p>wo225 2hrs/yr. WO234 x2/week</p> <p>Daily</p> <p>Within 10 days of any new staff starting with S.S. and as needed.</p>	<p>1. Diabetes (cont.)</p> <p>Direct care staff will transport S.S. to office of PCP. PCP will monitor bld sugar levels and s/s of Diabetes type II. PCP will document rationale for continuance or change of medication and any possible SE's as well as consequence for taking no medication.</p> <p>S.S. will be offered an 1800 cal ADA diet with suggestions and monitoring from dietician. Dietician will meet with S.S. every 6 months to review food preferences and create plan together. Staff will monitor/document food eaten by S.S. each day and have plenty of palatable low carbohydrate food available for snacks.</p> <p>Staff will not get into power struggles with S.S. over food she chooses to eat.</p> <p>RN will ensure staff is trained and can demonstrate competency performing fingersticks. S.S.'s blood sugar will be tested and documented on flow sheet at site. Flow sheet will be taken to Dr. Apple's office for any appointment.</p> <p>RN/LPN will teach staff to look for reddened areas on S.S.'s skin during bath to monitor for skin breakdown especially feet and coccyx area. Staff to notify RN/LPN of any skin changes.</p> <p>RN will monitor blood sugar levels, diet and exercise program. The RN will provide education about Diabetes and the needs of someone with Diabetes to S.S.'s guardian, direct care staff and house manager.</p>	<p>yes/yes</p>	<p>Dr. Apple and Best Agency</p> <p>Ms. Nutritious R.D.</p> <p>Direct care staff</p> <p>Direct care staff</p> <p>Hal Brooks RN Direct care staff</p> <p>RN/LPN and direct care staff</p>	<p>6/10/03-6/10/04</p>
	<p>2. Cerebral Palsy</p> <p>Follow-up with Psychiatrist as needed per Dr. Wright.</p> <p>Baclofen 20mg. to decrease spasticity.</p> <p>PT to increase strength/muscle tone in LE's</p> <p>OT to prevent contractures and maintain strength and muscle tone in UE's.</p> <p>Daily exercise routine to maintain progress obtained through PT/OT</p> <p>Ditropan 5mg. bid for urinary incontinence</p> <p>Nighttime toilet training</p> <p>2. Cerebral Palsy: Follow-up with Psychiatrist as needed per Dr. Wright Baclofen 20 mg tid to decrease spasticity PT to increase strength/ muscle tone in LE.</p>	<p>yes/yes</p>	<p>Dr. Wright and Best Agency PT - Fred Buck OT - Jean Jones</p>	<p>6/10/03-6/10/04</p>

Area	Service Needs	Available Accessible	Responsible Person(s)	Duration
MEDICAL (CONT.) 2. Annually Daily Bi-weekly	2. Cerebral Palsy (cont.) Direct care staff will provide transportation to psychiatrist's office. Direct care staff to transport to PT and OT office as needed. Direct care staff under the supervision of the OT/PT will remind and coach S.S. to perform exercises as prescribed by OT/PT Direct care staff will remind S.S. to toilet herself before going to bed and will wake her @ 2a to toilet herself again. Staff will be immediately available when she awakens to help with toileting in am. Staff will track toileting success and will be monitored by LPN/RN.	Yes/yes	Best Agency direct care staff Direct care staff, Jean Jones, OT, and Fred Buck PT. Best Agency RN/LPN	6/10/03-6/10/04
3. As needed	3. Headaches Follow-up with PCP/neurologist/allergist if necessary. Staff and LPN to track frequency, strength, location, and duration of headaches. Tylenol 350mg (2) PO q4 hr. prn HA Direct care staff will transport S.S. to physicians as needed. Nurse to develop a flow sheet to monitor headaches	yes/yes	Drs. Apple/Pear/Banana and Best Agency RN, direct care staff	6/10/03-9/10/03
4. As needed	4. r/o menopause Follow-up with GYN Staff and LPN to monitor menses; rate of flow, discomfort, length of period, mood changes, signs/symptoms of menopause ie hot flashes, missed or irregular periods, etc. Motrin 200mg (2) q 4hr PRN menstrual pain. Direct care staff will transport as needed to physician's office. Nurse to develop flow sheet to monitor menses.	yes/yes	Dr. Orange and Best Agency RN, direct care staff	6/10/03-9/10/03 6/10/03-6/10/04
5. As needed WO224	5. H/o seizure d/o Follow-up with Neurologist as needed per Dr. Pear's orders. Neurontin 300mg BID Maintain seizure records 24/7 Educate family, staff, and consumer about consumer's seizure disorder. Direct care staff will transport to physician's office as needed. Family, direct care staff will complete seizure flow sheet if seizure occurs. Nurse will train all staff within 10 days of their working with S.S. re: her dx and treatment. Nurse will present information re: dx to consumer in a manner understandable to consumer.	yes/yes	Dr. Pear and Best Agency direct care staff, RN, Smith family	

Individual Service Plan (Staff Actions Based on Assessment Results)

Area Frequency	Service Needs	Availability/ Accessibility	Responsible person(s)	Duration
MEDICAL (CONT.) 6. As needed	<p>6. Decreased Vision Follow-up with Optometrist every 2 years per orders. Obtain prescription glasses for participant Encourage participant to wear glasses Direct care staff will transport to Dr. Len's office in June '04 for eye appt. QMRP to work with consumer to develop a plan to help her adjust to glasses.</p>	yes/yes	Dr. Lens and Best Agency Direct care staff, Dr. Lens, QMRP	6/10/03-6/10/04
7. 1.5 hrs/day, 7 days/week	<p>7. Moderate MR All meds administered will be prescribed by a physician even over the counter medications. Copy of prescriptions will be kept on site. Medications will be administered by an AMAP or LPN.</p>	yes/yes	Best Agency	6/10/03-6/10/04
WO216	<p>S.S. will receive nursing services to help assure her health and safety. S.S. will have access to LPN/RN for evaluation of PRN medical concerns, injuries, and/or accidents. RN will ensure S.S. receives her medication every day as ordered by her physicians. The AMAPs and/or LPNs administering the meds will be supervised at least quarterly by the RN. RN will be on call 24/7.</p>		AMAPs, RN, LPN from Best Agency	
WO216	<p>The RN will check the MAR to ensure proper medication administration, and will ensure proper medication storage and monitoring. S.S. will be monitored for any side effects and/or improvement.</p>			
WO224	<p>RN will assess S.S. for her ability to self administer her own medications. RN to review all med error and incident reports and collaborate with physicians as needed.</p>			
8. As needed	<p>8. Allergies Follow-up with PCP as needed per Dr. Banana. Administer Claritin 10mg q day Direct care staff will provide transportation as needed to physician's office, and will notify RN if symptoms of sneezing, runny nose worsen.</p>	yes/yes	Dr. Banana and Best Agency Direct care staff, RN, Dr. Banana	6/10/03-6/10/04

Area	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
MEDICAL (CONT.) 9. At least every 3 months WO224	9. GAD Annual psychiatric eval. Quarterly med checks with a consistent physician. Paxil 20 mg q day Monitoring of Anxiety symptoms by staff and nurse. RN and QMRP will develop a flow sheet to monitor anxiety symptoms. Direct care staff will be trained in using flow sheet within 10 days of working with S.S. Direct care staff will provide transportation to S.S. to Dr. Peach's office along with the symptoms data sheets reflecting status of anxiety. Dr. Peach will assess S.S. and review drug dosages, types and document the rationale for any changes of Paxil.	yes/yes	Dr. Peach and Best Agency Dr. Peach, direct care staff, RN	6/10/03-6/10/04

Evaluation and Assessment Summary

B. Psychological Strengths	Psychological Limitations
1. Sue expresses a full range of emotions and is generally pleasant, cooperative and friendly. 2. Sue appears to have empathy for others. 3. Calms herself when upset more easily if prompted to go to a quiet area such as her bedroom and is learning deep breathing exercises. 4. Makes good eye contact. 5. Responds well to consistent routines which give her a sense of control in her life. 6. Can maintain an attention span of up to 10 consecutive minutes for preferred activities.	*1. Sue desires the ability to think more positively. 2. Has poor short term recall (remembers 1 of 3 object 5 minutes following presentation per DD-3. * Sue wants to be able to remember better. 3. Unable to focus or maintain motivation for more than a few minutes on non-preferred activities. 4. Becomes easily discouraged and requires a lot of reassurance. 5. Poor self-esteem especially related to her body image. 6. Dx with GAD(see medical section) 7. 3 times a week on average, either hits her head on wall, chair back or other object, or bites herself, usually in response to feeling rejected, left out, or told "no" by anyone

Individual Service Plan (Based on Assessment Results)

Area Frequency	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
Psychological 1,2,4, and 5 30 min/week x 6 mos. through Medicaid	1., 2.,4., and 5. 1:1 therapy with psychologist. Direct care staff will provide transportation to Ms. Lamb's office. Appointments to be coordinated with service coordinator. Psychologist will provide 1:1 therapy focused on <u>positive thinking</u> , increased acceptance of CP and her body as it is, increased tolerance of being alone with herself, and an understanding that as anxiety decreases, her <u>memory will</u> <u>improve</u> .	yes/yes	Mary Lamb MA Mary Lamb, MA Ms Keyes, Service Coordinator Direct care staff	6/10/03- 12/10/03
3. 1 hr/ mos. WO233	3. Psychologist to provide training to staff re: S.S's psychological and behavioral issues and interventions. Psychologist will provide training to staff re: 1)importance and meaning to S.S. of consistency in her life. 2) breathing exercises and importance of initiating relaxation BEFORE S.S. is too upset to use them, and to practice relaxation exercises during non-stressful times.	yes/yes	Mary Lamb, MA, Direct care staff	6/10/03-9/10/03
7. 5 hrs/mo x 2mos. WO225	7. Behavior specialist will create BSP to address SIB's. Behavior specialist will, working with the team, share functional analysis of SIB, complete BSP, and teach plan to direct care staff. Behavior specialist will be available for feedback re: BSP and will make adjustments as needed and submit plan to team for final approval. BSP to be approved and signed by team which includes S.S and the HRC if needed.	yes/yes	Jeff Lowe, Behavior Specialist	6/10/03-8/10/03
WO234 1 hour/visit WO225	SIB symptoms will be documented on an ABC chart by staff and monitored at least every 2 weeks by behavior specialist.		Direct care staff	6/10/03-6/10/04
1 hour quarterly WO224	<u>QMRP will be aware of preferred and non-preferred activities when writing goals.</u> <u>QMRP will work with the team to identify S.S.'s preferred and non-preferred activities and ensure that non-preferred activities are not scheduled all at once.</u>	yes/yes	Sheila Hill, QMRP	

Evaluation and Assessment Summary

C. Social Strengths	Social Limitations
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<p>1. Sue has strong relationship with her mother, Rita and sees her every Sunday for “tea”. She visits with her sister, Mary, during holiday celebrations at her mothers home in Cross Lanes.</p> <p>2. Sue’s favorite pastimes are baking, swinging on the porch, and listening to gospel music.</p> <p>3. Sue participates regularly and desires continued membership in “the Club”.</p> <p>4. Sue enjoys modern fashion and is well dressed.</p> <p>5. Sue has a good sense of humor.</p> <p>6. Sue collects ceramic dolls, jewelry, and clothing.</p>	<p>1. Has poor boundaries and often violates the space of others.</p> <p>2. Overly familiar with strangers.</p> <p>3. Unfamiliar with need for privacy for self others.</p> <p>4. Is a “tattletale” at home and at the ‘club’ aligning herself with staff.</p> <p>5. Tends to be bossy especially of other consumers.</p> <p>6. Anxiety increases outside usual environments.</p> <p>* S.S. wants to be sure there is time in her day for participating in her favorite activities.</p>
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Individual Service Plan (based on assessment results)

Area Frequency	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
<p>SOCIAL</p> <p>1,2,3,and 5 x 2hrs/week WO224 WO217</p>	<p>1., 2., 3., 5 S.S. will have goals to improve her social skills and awareness of social cues coming from others. Goals will include learning about boundaries, who it’s ok to hug, how to greet people, closing the door when using the bathroom or dressing, knocking on another’s door before entering, and what does being a friend look like.</p> <p>QMRP, working with the behavior specialist, will ensure S.S. does not feel rejected or left out as a consequence of boundaries being established (resulting in SIB).</p> <p>Other consumers sharing home with S.S. will be supported in asserting themselves r/t their need for privacy.</p>	yes/yes	Sheila Hill, QMRP	6/10/03-6/10/04

Individual Service Plan (continued)

Area	Service Needs	Availability Accessibility	Responsible person(s)	Duration
SOCIAL (CONT.)				
4. 2 hrs./mos. WO224	4. QMRP will provide staff training r/t consumer specific issues. Training of staff working with S.S. by QMRP will focus on staff serving as role models for S.S., learning appropriate boundaries when working with S.S., and understanding S.S.'s issues of poor self esteem.	yes/yes	Sheila Hill, QMRP	6/10/03-6/10/04
6. 2 hrs./mos WO224	6. QMRP will provide staff training r/t se-sensitization training and S.S. will have goals increasing her comfort in unfamiliar settings. S.S. will learn how to cope with the stresses of a new environment. QMRP will provide staff training re: de-sensitization techniques and S.S. will have a goal r/t increasing the number of places where she feels comfortable.	yes/yes	Sheila Hill , QMRP	6/10/03-6/10/04 6/10/03-6/10/04
WO217 WO202	Continued access to "the Club" will be provided. S.S. will attend Clubhouse 4 hrs/3 days a week.	yes/yes	Best Agency	
WO224	QMRP will ensure S.S.'s favorite activities are included in her daily schedule. S.S. will assist in making daily schedule and will sign schedule to show agreement.	yes/yes	Sheila Hill, QMRP	

Evaluation and Assessment Summary

D. Habilitation Strengths	Habilitation Limitations
<p>1. Is able to bathe self independently using a shower chair.</p> <p>2. Is able to feed herself independently with the aid of special utensils and plates.</p> <p>3. Able to sort laundry by lights/darks, able to put clothes in washer/dryer. Needs help accessing machine controls.</p> <p>4. Able to answer phone appropriately.</p> <p>5. Knows names of coins.</p> <p>6. Able to make choices re: food, clothes, movies, and leisure activities.</p> <p>7. Able to name the days of the week.</p>	<p>1. Requires prompts to initiate personal hygiene tasks.</p> <p>2. Is not familiar with components of a healthy diet. * S.S. wants to learn to bake cookies</p> <p>3. Is not able to prepare meals independently.</p> <p>4. Requires multiple prompts to complete non- preferred activities such as cleaning her room and her share of living space.</p> <p>5. Has difficulty with fasteners such as zippers, buttons, and snaps, as well as pulling clothes on and off over her head.</p> <p>6. Has difficulty holding a pencil or pen.</p> <p>*7. Wants to learn to write her name and eventually a letter to her mother.</p> <p>8. Unable to count past 10 or make change.</p> <p>9. Has had no vocational opportunities. *S.S. would like to have a job</p>

Individual Service Plan (based on assessment results)

Area	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
<p>HABILITATION</p> <p>1. 5 out of 7 days a week WO224 WO234</p>	<p>1. S.S. will have goals r/t personal hygiene skills. S.S. will shower 5 out of 7 evenings requiring only 1 verbal prompt instead of 3, within 6 months. Training of social skills and anxiety reduction will include discussion of the value of bathing on a regular basis.</p>	<p>Yes/yes</p>	<p>Sheila Hill, QMRP direct care staff</p>	<p>6/10/03-6/10/04</p>
<p>2. 15 min, x3/wk WO225</p>	<p>2. S.S. will receive training regarding healthy food choices. RN in coordination with the dietician and S.S. will make a food tree using S.S.'s preferred food choices. S.S. will learn to distinguish food that will not make her sick (ie increased blood sugar) and food that will. S.S. will receive this training in concert with RN's training regarding diabetes.</p>	<p>yes/yes</p>	<p>Best Agency RN Ms. Nutritious RD</p>	<p>6/10/03- 12/10/03</p>

Area Frequency	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
HABILITATION (CONT.) 3. 4 out of 7 days/week WO224 WO234 WO202 4. Daily WO224, WO234 x1/week WO234 x1/week WO234 1.5 hours x2/year WO233 5, 6. 15 min/day daily WO301 WO234 WO233 7. 20-35 minutes, 5days/week	<p>3. S.S. will receive training in making sandwiches S.S. will work on making a low fat, low carbohydrate lunch 4 out of 7 days per week. S.S. with an adult companion, will receive supervision and assistance to make healthy choice cookies x1/week.</p> <p>4. S.S. will receive training regarding household tasks. S.S. has agreed to make her bed daily. Her bed covers will consist of a top sheet and quilt that do not require "tucking in". S.S. agrees to dust the furniture in her room and vacuum the floor x1/week. S.S. has also agreed to dust the furniture in the living room X1/week and help with the dishes after 4 meals per week. Goals will be to complete tasks after 1 prompt vs. 3 , within 6 months. OT will assess S.S.'s ability to complete additional cleaning tasks given use of wheelchair and weakness and poor fine motor control of upper extremities.</p> <p>5., 6. In concert with OT, S.S. will have a goal increasing her fine motor skills. S.S. will obtain adapted writing equipment. Service coordinator will obtain equipment suggested by OT to facilitate S.S. being able to hold a pencil and pull up a zipper. S.S. will work on hand, arm, and shoulder strengthening exercises provided by OT, 15 minutes every day. Staff will be trained to assist and monitor exercises. Staff to be supervised by OT at least quarterly. OT to evaluate and document S.S.'s progress at least quarterly.</p> <p>* 7. S.S. will have writing her name as a goal. S.S. will work on identifying letters of the alphabet with the help of music tapes and velcro letters. She will spend at least 20 minutes a day practicing writing letters and at least an additional 10-15 minutes later in the day practicing writing her name.</p>	<p>yes/yes</p> <p>yes/yes</p> <p>yes/yes</p> <p>yes/yes</p> <p>yes/yes</p>	<p>Sheila Hill, QMRP Best Agency direct care staff and adult companion.</p> <p>Sheila Hill, QMRP Best Agency Direct care staff</p> <p>Jean Jones, OT</p> <p>Jean Jones, OT</p> <p>Ms. Keys, SC Best Agency direct care staff Jean Jones, OT</p> <p>Sheila Hill, QMRP Best Agency direct care staff</p>	<p>6/10/03- 12/10/04</p> <p>6/10/03- 12/10/04</p> <p>6/10/03-6/10/04</p> <p>6/10/03- 12/10/03</p>

Area Frequency	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
HABILITATION (CONT.) 8. 4 days/week WO234	8. S.S. will learn how to count. S.S. will learn the value of a penny and a Nickel, and a dime. S.S. will use jewelry beads of different colors to learn to count to 100. Different colors will represent 10's, 20's, 30's, etc. Once the QMRP has assessed her as understanding the concept of numbers, coins will be substituted for beads and S.S. will learn the value of pennies, nickels, and dimes.	yes/yes	Sheila Hill, QMRP Best Agency direct care staff	6/10/03- 12/10/03
9. WO301 Twice a week WO217	9. S.S. will be evaluated for job skills and Interests. Service Coordinator will link and refer to DRS for employment evaluation. Concurrently, S.S. will x2/week be taken into the community to explore employment interests. Direct care staff will keep a log of the different types of employment options visited by S.S. ie: working with people, animals, machines, indoors vs outdoors; putting things together vs. taking things apart.	yes/yes	Rehab Ctr. Ms. Keys, S.C. Best Agency Direct care staff Sheila Hill, QMRP	

Evaluation and Assessment Summary

E. Other Strengths	Other Limitations
<ol style="list-style-type: none"> Sue's medicaid card is properly coded title XIX MR/DD Waiver. Medical eligibility was re-established 8/1/02. Sue's payee and guardian is her mother, Mrs. Smith Sue receives \$25 in monthly food stamps. Sue receives \$450 in monthly SSI payments She has a pre-paid burial plot and funeral arrangements at Grace Mortuary in Cross Lanes, WV Sue has advocacy through EMS, Ms. Destigmat Sue has had the same service coordinator for 3 yrs. Environmental accessibility payment request has been made to modify front home entrance for wheelchair. No unmet needs identified that are not being addressed. 	<ol style="list-style-type: none"> Waiver requirements: Annual physical -DD-2A, annual dental exam, annual hearing and vision screening/or per MD order Triennial psych evaluation Annual psychological update Annual social history update Annual and as needed ABS *2. Sue would like to buy new clothes for church and Holidays. S.S. is unable to manage her own financial responsibilities Unable to initiate, coordinate, and problem solve to acquire her own care. Unable to live independently without supervision and training. S.S. is unable to provide her own transportation

Individual Service Plan (based on assessment results)

Area Frequency	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
<p>OTHER</p> <p>1.</p> <p>A. X1/year WO226 WO301 WO216 WO234</p> <p>B. X2/year WO301 WO216 WO234</p>	<p>1. Waiver requirements:</p> <p>A. Annual physical -DD-2A due by May '04. A. Service Coordinator will schedule doctor's appt. and notify Site supervisor and RN of appt. RN will complete medical appt. form informing MD of any medical concerns S.S. might have and the need to fill out the DD-2A. The RN will inform the direct care staff of reason for appt and any issues that need to be brought to the doctor's attention. Direct care staff will provide transportation to doctor's office and provide additional information as needed. The nurse may fill out page 1 of D-2A, and page 2 if lab information available. If S.S.'s dental appointment is after the doctor appt., then the date of the appointment may be written on page 2 with a note saying the dental report will be sent to the Waiver Office asap. Should S.S.'s mother wish to attend appt, she and/or the staff may give information to the doctor, but ONLY the doctor will complete pages 3 and 4 of the DD-2A. Service Coordinator will ensure copies of the DD-2A are made and placed in S.S.'s chart on site. The original will be sent to the Waiver office along with the DD-3 and DD-4 for recertification. The RN and guardian will be notified of any new medical problems or change in medication.</p> <p>B. Annual Dental - Sue sees dentist bi-annually. Next appt. scheduled for August '03. Service coordinator will inform RN and Home supervisor of dental appointment. Direct care staff will provide transportation and accompany S.S. to appt. Service coordinator will ensure staff has copy of dental form (page 2 of DD-2A) for dentist to complete. On return from appt., the service coordinator will ensure the RN and the guardian are informed of any changes or medication orders. Completed form to be returned to service coordinator to be integrated into the participant's chart.</p>	<p>yes/yes</p> <p>yes/yes</p>	<p>Dr. Apple, MD, Ms. Keys, service coordinator, Hal Brooks, RN, Best Agency direct care staff</p> <p>Ms. Keys, service coordinator, Dr. Dentin, DDS. , Best Agency direct care staff</p>	<p>6/10/03-6/10/04</p> <p>6/10/03-6/10/04</p>

Area Frequency	Service Needs	Availability Accessibility	Responsible Person(s)	Duration
<p>OTHER (CONT.)</p> <p>C. X1 / year</p> <p>D. x1/every 2 years</p> <p>E. x1 every three years WO233</p> <p>F. x1/year WO301 WO233</p>	<p>C. Annual Hearing - Hearing evaluated by PCP, Dr. Apple at annual exam. RN to notify physician of expectation of completing hearing test on S.S. at time of annual physical. If physician believes S.S. requires an audiologist, he will order a consult, and an appt. will be made.</p> <p>D. Vision Exam - See # 6 Medical</p> <p>E. Triennial Psych Evaluation - Last completed 4/01. Not due until 4/04 Service coordinator will schedule appt. with psychologist at time of tri-annual psych evaluation and will notify home supervisor, RN, and guardian of appt. Next tri-annual not due until '04.</p> <p>F. Annual psychological update - DD-3 due by 5/04, Annual ABS - due by 5/04. Service coordinator will schedule an appt. with psychologist for annual update. Service coordinator will inform home supervisor and guardian of date and time of appt. and service coordinator will provide transportation and accompany S.S. to appointment. Copy of the ABC charts will be taken to appt. Psychologist will review the behavior support plan and make any changes needed. If necessary, the IDT and HRC (human rights committee) will also review BSP. The psychologist will also write a brief summary of therapy outcomes, and complete the annual ABS with information provided by the service coordinator, if necessary. The psych update will include documentation of whether or not S.S. still needs an ICF/MR level of care. The service coordinator will make copies of psych update, put copy in S.S.'s chart on site, and send the original with the DD-2A to the Waiver Office for recertification.</p>	<p>yes/yes</p> <p>yes/yes</p> <p>yes/yes</p> <p>yes/yes</p>	<p>Hal Brooks, RN, Dr. Apple, MD</p> <p>Ms. Keys, service coordinator, Dr. Lens, MD, Best Agency direct care staff.</p> <p>Ms. Keys, service coordinator, Mary Lamb, MA.</p> <p>Ms. Keys, S.C., Mary Lamb, MA</p>	<p>6/10/03-6/10/04</p> <p>6/10/03-6/10/04</p> <p>6/10/03-6/10/04</p> <p>6/10/03-6/10/04</p>

Area Frequency	Services Needed	Availability accessibility	Responsible Person(s)	Duration
OTHER (CONT.)				
G. X1/year WO225	<p>G. Annual social history - DD-4 due by 5/04 Sue will be aided in purchasing clothes as needed. The MSW will review any changes and or additions and complete the updated social history on the "update" form by 6/04. The update will include documentation stating whether or not S.S. continues to require an ICF/ MR level of care. Any new information or changes will be shared with IDT. Service coordinator will make copies of DD-4 and send original to Waiver office with DD-2A and DD-3 for recertification.</p>	yes/yes	Ms. Keys , service coordinator, Jane Pew, MSW	6/10/03-6/10/04
2. As needed WO301	<p>2. Sue will be aided in purchasing clothes as needed. Service coordinator will contact payee and work out method of payment for requested clothing. Once funding is obtained, mother has requested to go with staff to take S.S. shopping for church and holiday clothes.</p>	yes/yes	Ms. Keys, Service Coordinator, Mrs. Smith (mother and payee)	6/10/03-12/10/03
3. Monthly	<p>3. Sue's mother, Mrs. Smith, will serve as Sue's payee, ensuring all bills are paid, and Medicaid status is maintained. She will manage S.S.'s checking account, deposit SSI checks an complete SSI paperwork with the assistance of the Service coordinator if necessary, to maintain benefits. S.S. will receive a monthly allowance. Any requests beyond this, by S.S., will go through the service coordinator.</p>	yes/yes	Mrs. Smith, mother Ms. Keys, S.C.	6/10/03-6/10/04
4. 40 units/month	<p>4. Service coordination will be provided to Sue to ensure all her needs are known and met and to provide linkage and follow-up for any future needs. The Service Coordinator will obtain written informed consent for community based MR/DD Waiver services from S.S. and her guardian. The service coordinator will notify, convene, coordinate, and chair the IDT meetings. The service coordinator will evaluate all services being provided to S.S. and ensure they comply with services listed on her IPP. The service coordinator will visit S.S. at least once a month on a face-to-face basis and complete a DD-9 documenting the visit.</p>	yes/yes	Best Agency	6/10/03-6/10/04

Individual Habilitation Plan

#	Goal/Need	Behavioral Objective	Barriers	
1.	S.S. will increase knowledge about about her diabetes. Based on medical assessment #1	1. S.S. will state 2 of her symptoms of high blood sugar independently upon request 10 out of 12 trials during a one month period by 6/10/04.	Poor education short attention span The idea of having Diabetes is scary to S.S.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff, at least 3 times a week will hold an information discussion with S.S. For at least 30 minutes about diabetes including signs and symptoms of high blood sugar. Printed information will be provided by RN . Staff will ask S.S. to name symptoms of high blood sugar which she experiences. Staff is to allow 20 seconds for S.S. to process information and answer before providing verbal prompting Document level of assistance needed.		6/10/03		Best Agency RN Direct care staff

#	Goal/Need	Behavioral Objective	Barriers	
2.	S.S. will increase knowledge about about her diabetes. Based on medical assessment #1	2.S.S. will state 2 of her symptoms of low blood sugar independently upon request 10 out of 12 trials during a one month period by 6/10/04.	Poor education short attention span The idea of having Diabetes is scary to S.S.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff, at least 3 times a week will hold an information discussion with S.S. for at least 30 minutes about her diabetes including signs and symptoms of low blood sugar. Printed information will be provided by the RN. Staff will ask S.S. to name symptoms of low blood sugar which she experiences. Staff is to allow 20 seconds for S.S. to process information and answer before providing verbal prompting. Document level of assistance needed.		6/10/03		Best Agency RN Direct care staff

#	Goal/Need	Behavioral Objective	Barriers	
3.	S.S. will increase knowledge about her diabetes. Based on medical assessment # 1.	3. S.S. will name 6 foods she enjoys which are low in carbohydrates independently upon request 10 out of 12 trials during a one month period by 6/10/04.	Short attention span unfamiliar with numbers.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff, at least 3 times a week will hold an information discussion with S.S. for at least 30 minutes about her diabetes including nutrition information. Printed information will be provided by the RN/dietician. Staff will ask S.S. to name 6 foods she enjoys which are low in carbohydrates. Staff is to allow 20 seconds for S.S. to process information and answer before providing verbal prompting. Document level of assistance needed.		6/10/03		Best Agency RN

#	Goal/Need	Behavioral Objective	Barriers	
4.	S.S. will increase knowledge about her diabetes. Based on medical assessment # 1.	4. S.S. will name 3 foods S.S. needs to avoid or limit which are high in carbohydrates independently upon request 10 out of 12 trials during a one month period by 6/10/04.	Short attention span unfamiliar with numbers.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff, at least 3 times a week will hold an information discussion with S.S. for at least 30 minutes about her diabetes including nutrition information. Printed information will be provided by the RN/Dietician. Staff will ask S.S. to name 3 foods which are high in carbohydrates that she needs to limit or stay away from. Staff is to allow 20 seconds for S.S. to process information and answer before providing verbal prompting. Document level of assistance needed.		6/10/03		Best Agency RN

#	Goal/Need	Behavioral Objective	Barriers
5.	S.S. will increase strength and muscle tone in lower extremities. Based on medical assessment # 2.	5. S.S. will independently ambulate 40 feet daily using a wheeled walker 27 out of 30 trials during a one month period . Target completion 3/10/04.	Dislikes exercise

Activities and Methods	Date Initiated	Date Completed	Responsible Person
Staff will present wheeled walker to participant and encourage S.S. to walk. Staff will reinforce completion of walk with praise and a drink of choice; water, coffee, or unsweetened tea. Staff will walk just behind and to the side of S.S. for support. While staff is to encourage S.S. to move a bit further each day, S.S. is allowed to sit upon request. S.S. will 1. Grasp wheeled walker with two hands. 2. As per PT demonstration, staff will hold walker to prevent tipping. S.S. Will pull self up to standing position. 3. S.S. will ambulate 40 feet with walker as tolerated. 4. S.S. will sit upon completion of walkk. Document distance walked.	6/10/03		Fred Buck, PT Direct care staff

#	Goal/Need	Behavioral Objective	Barriers
6.	S.S. will gain increased control of bladder. Based on medical assessment # 2.	6. S.S. will have have less than 2 incidences of incontinence throughout the night per month for a 3 month period by 12/10/03.	poor muscle tone

Activities and Methods	Date Initiated	Date Completed	Responsible Person
Staff will wake S.S. at 2am to toilet herself and be immediately available when she awakens to help with toileting. If incident occurs, S.S. is to assist with stripping and remaking bed. S.S. will clean herself with a wash cloth and change night clothes before returning to bed. Document # of incidents per night.	6/10/03		Best Agency RN

#	Goal/Need	Behavioral Objective	Barriers	
7.	S.S. will increase her knowledge of her seizure disorder. Based on medical assessment #5	7. S.S. will state the purpose of taking Neurontin independently upon request 10 out of 12 trials during a one month period. Target date 12/10/03.	Doesn't like to think about her seizures.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff, at least 3 times a week will hold an information discussion with S.S. for at least 30 minutes about her seizures and medication. Printed information will be provided by the RN. Staff will ask S.S. to why she is taking Neurontin. Staff is to allow 20 seconds for S.S. to process information and answer before providing verbal prompting. Document level of assistance needed.		6/10/03		Best Agency direct care staff Best Agency RN
#	Goal/Need	Behavioral Objective	Barriers	
8.	S.S. will learn coping techniques to help her lessen her anxiety. Based on psychological assessment # 3.	8. S.S. will demonstrate deep breathing technique independently upon request 10 out of 12 trials during a one month period. Target date 6/10/04	short attention span muscle spasticity	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff, at least 3 times a week will hold an information discussion with S.S. for at least 30 minutes regarding her anxiety. Printed information and training for staff provided by QMRP. Staff will demonstrate proper breathing technique. Staff will ask S.S. to demonstrate deep breathing technique. Staff is to allow 20 seconds for S.S. to process information and answer before providing verbal prompting. Document level of assistance needed. * Staff will cue S.S. to use deep breathing technique when signs and symptoms of anxiety are apparent.		6/10/03		Mary Lamb, MA Direct care staff

#	Goal/Need	Behavioral Objective	Barriers	
9.	S.S. will learn about boundaries Based on social assessment # 1	9. S.S. will close the door when using bathroom or dressing with 1verbal prompt 80 out of 90 trials for a one month period. Target date 6/10/04.	Enjoys attention	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff is to ensure S.S. has privacy when using the bathroom and dressing. Staff is to encourage independence. Staff is to wait 5 seconds after S.S. enters the bathroom before first prompt is given. Use least restrictive prompt. Staff to reinforce at all trials. Document one event per 8 hour shift as applicable. Staff to model privacy behavior by knocking before entering S.S.'s bedroom or bathroom.		6/10/03		Best Agency QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers	
10.	S.S. will become less fearful of going to unfamiliar places. Based on social assessment # 6.	10. S.S. will complete 8 outings at 8 different places per month for a 3 month period without exhibiting crying, agitation, or refusal (signs and symptoms of anxiety) by 6/10/04.		
Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff will give S.S. a choice of 3 places to go. Staff will carry on some sort of conversation with S.S. throughout the trip (music, shopping, current events, favorite activities of S.S.'s). Remain at outing as tolerated. Document outing and signs and symptoms of anxiety if any. When an outing is mastered, participant will revisit setting at least one more time for reinforcement.		6/10/03		Best Agency QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers	
11.	S.S. will become better able to initiate taking a shower. Based on habilitation assessment # 1	11. S.S. will shower self 5 trials out of 7 per week with one verbal prompt for one month period. Target date 6/10/04.	Feels she is missing out on things when in the shower.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
<p>During the dinner meal, staff will discuss the evening activities. Staff will ask S.S. what would be a good time to take her shower this evening. Offer her a choice of time.</p> <p>Staff to remind S.S. 15 minutes before agreed upon time for shower.</p> <p>At the time of shower, staff will state "it's shower time".</p> <p>Staff will wait 60 seconds for any movements of S.S. toward taking a shower before the first verbal prompt is given.</p> <p>Document whether shower was completed and number of prompts required to complete task.</p>		6/10/03		Sheila Hill, QMRP Direct care staff

#	Goal/Need	#	Behavioral Objective	Barriers
12.	S.S. will learn how to prepare food she likes, from an 1800 cal. ADA diet. Based on habilitation assessment # 2 and # 3	12.	S.S. will make a low fat, low carbohydrate lunch with supervision 4 out of 7 trials per week for a one month period by 9/10/04.	Poor fine motor skills

Activities and Methods		Date Initiated	Date Completed	Responsible Person
<p>Dietician and S.S. will create a list of lunch menus which appeal to S.S. and which are appropriate for her diabetic diet.</p> <p>S.S., with staff assistance, will read from the lunch list to determine possible lunch options.</p> <p>S.S. will;</p> <ol style="list-style-type: none"> 1. Obtain materials 2. Prepare enough lunch for herself and staff member. 3. Eat lunch 		6/10/03		Sheila Hill, QMRP Direct care staff Ms. Nutritious RD

#	Goal/Need	Behavioral Objective	Barriers	
13.	S.S. will be better able to initiate making her bed. Based on habilitation assessment # 4.	13. S.S. will make her bed daily after only 1 prompt 28 out of 30 trials during a one month period. Target date 6/10/04.	Doesn't like to make bed.	
Activities and Methods		Date Initiated	Date Completed	Responsible Person
After getting dressed in the morning, S.S. is to make her bed. If S.S. begins to leave her room after getting dressed without having made her bed, provide verbal prompting to make her bed. Bed consists of top sheet and quilt - no tucking in required S.S. will; 1. Pull sheet up to head of bed. 2. Pull quilt up to head of bed. 3. Place pillow at head of bed.		6/10/03		Sheila Hill, QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers
14.	S.S. will initiate cleaning her room independently. Based on habilitation assessment # 4.	14. S.S. will clean her room with one verbal prompt at least once weekly 4 out of 4 trials per month for a 3 month period. Target date 6/10/04.	Disinterest in task.

Activities and Methods		Date Initiated	Date Completed	Responsible Person
Staff will remind S.S. when her room needs cleaning, usually on weekends. Use least restrictive intervention. S.S. will; 1. Obtain feather duster and vacuum. 2. With feather duster, S.S. will dust furniture until all visual dust is removed. 3. Vacuum bedroom until all visual matter is removed. 4. Put feather duster and vacuum away.		6/10/03		Sheila Hill, QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers
15	S.S. will initiate helping to clean her share of the house. Based on habilitation assessment # 4.	15. S.S. will dust the furniture in the living room at least once a week with 1 verbal prompt by 6/10/04.	Dislikes task

Activities and Methods	Date Initiated	Date Completed	Responsible Person
Staff will ask if S.S. wants to complete cleaning task before or after lunch on Saturday. When chosen time comes, staff will request S.S. to complete her dusting allowing her 3 minutes to begin task. S.S. will; 1. Obtain duster. 2. Dust furniture, television, and window ledges until all visible dust is removed. 3. Put duster away.	6/10/03		Sheila Hill, QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers
16.	S.S. will initiate cleaning up after herself. Based on habilitation assessment # 4.	16. S.S. will complete 2 of 4 activities in kitchen clean-up after meal at least 4 meals a week with one verbal prompt 12 out of 16 trials during aa one month period. Target date 6/10/04.	dislike of task

Activities and Methods	Date Initiated	Date Completed	Responsible Person
S.S. will complete 2 of the following activities; 1. Clear and wipe off the table. 2. Wash dishes 3. Rinse dishes 4. Dry dishes and put away Staff will complete activities not chosen. Allow 2 minutes after requesting task before prompting. Allow 20-30 minutes of free time upon completion of task for reinforcement.	6/10/03		Sheila Hill, QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers
17.	S.S. will learn how to write. Based on habilitation assessment # 7.	17. S.S. will write all uppercase and lowercase letters from an example within 30 minutes at least 5 days a week for a one month period. Target date 6/10/04.	short attention span

Activities and Methods	Date Initiated	Date Completed	Responsible Person
Staff will write all uppercase and lowercase letters on a sheet of paper. Staff will model how to write any letters S.S. is having trouble with. Staff will give S.S. encouragement throughout as S.S. completes the task. Upon completion of task, S.S. will have 15-30 minutes of free time for reinforcement. Document the amount of time required to write all letters legibly.	6/10/03		Sheila Hill, QMRP Direct care staff

#	Goal/Need	Behavioral Objective	Barriers
18.	S.S. will learn to write her name. Based on habilitation # 7	18. S.S. will write her first name independently upon request 5 out of 7 days per week for a one month period. Target date 6/10/04.	Short attention span

Activities and Methods	Date Initiated	Date Completed	Responsible Person
Staff will instruct S.S. to write her name on the paper underneath a pre-printed example. Allow 20 seconds before beginning prompting. Document number and level of prompt required to complete task.	6/10/03		Sheila Hill, QMRP Direct care staff

CONFIDENTIAL

NAME: _____

DATE: ____/____/____

Signatures:

Participant's Printed Name/Role	Signature	Agency	Attended	Agree	Disagree*	Time Spent
Individual						
Parent/Legal Rep.						
Service Coordinator						
Physician/RN						
Psychologist						
Social Worker						
Advocate						
Day Program Supervisor						
QMRP						

*** IDT Member has disagreed with the IPP; rationale for disagreement is attached.**

CONFIDENTIAL

NAME: _____

DATE: ____/____/____

VI. RATIONALE FOR DISAGREEMENT WITH IPP:

Participating IDT Member

Participating IDT Member

Participating IDT Member

