



# AVENUE II COMMUNITY PROGRAM SERVICES

(THUNDER BAY) INCORPORATED

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b>	<b>SUBJECT:</b>	<b>Code:</b>	SS004
Support Services	Individual Support Plans and Planning Process	<b>Date of Issue:</b>	October 2013
		<b>Revised:</b>	May 2025
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### **PURPOSE:**

Each client receiving services with Avenue II will have an Individual Support Plan (ISP) developed within 6 months of start of services identifying personal goals, preferences and needs, with an annual ISP Review and Personal Planning Meeting (PPM) thereafter. This policy is in accordance with regulation 299/10 5(1)(1) and 5(1)(2) of the Services and Supports to Promote Social Inclusion of Persons with a Developmental Disability Services Act.

An Individual Support Plan is comprised of the following sections:

- Section A: Individual Support Plan for Residential/SIL or Community Participation Supports
- Section B: Information for My Personal Care
- Section C: Personal Profile
- Section D: Goals on Alliance Information Management System (AIMS)

### **PROCEDURE:**

#### **Role of Management:**

1. Prior to the Personal Planning Meeting, the Manager will assign a Support Worker to update the Individual Support Plan based on the previous year of support in areas applicable to the client:
  - Residential/SIL locations
  - Community Participation Supports (CLS/ESS/Day Services) locations
2. The Manager will assign a support worker to be Chairperson to meet with the individual to establish a planning date, inquire whom the individual wishes to invite and decide on a location of choice to hold the Personal Planning Meeting. This location should be a conducive to privacy and confidentiality.
3. The Manager will appoint a staff person as a recorder to document discussions at the meeting.



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### **Role of Support Workers:**

1. Throughout the year, Support Workers will add information to the Individual Support Plan/Personal Profile. Plans/profiles will also be reviewed 6 months after the planning meeting at Module or Strategy Meetings. Goal updates will be documented in the Goal section of AIMS.
2. When Support Workers provide services in:
  - Residential/SIL Locations – Daily Notes will be completed on AIMS
  - Day Services – Each support time will be documented in AIMS Daily Notes
  - CPS (CLS/ESS/Passport) – Daily Notes will be documented in AIMS Daily Notes
3. Support Workers assigned to Chair a planning meeting are responsible for:
  - Setting the meeting date and time
  - Asking client whom they would like to invite
  - Invite people and confirm attendance
  - Document the information in AIMS Communication Log and add to Service Calendar
  - Determine the location and book if required
  - Ensure ISP has been updated and ready to review
  - Ensure Goals have been updated and ready to review
  - Attend the meeting

### **Personal Planning Meeting:**

1. Introductions are made by the Chairperson. Recorder will keep minutes of all items discussed.
2. The Chairperson reviews and revises the individual's emergency Facesheet, medical information, financial information, consent forms, Individual Support Plan (ISP)/Personal Profile and Information for my Personal Care as appropriate, protocols and hands out our Resolution Process for Families and Caregivers.
3. The Chairperson discusses the supports over the last year and information that has been added to the Personal Profiles and Individual Support Plan, reviews short and long-term goals, documents whether they were met or not and reasons if they were not achieved with the client and others at the meeting.



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4. The Chairperson/Manager reviews and ensures that all changes have been made to the ISP, Personal Profiles and Facesheet, collects the minutes and submits everything for typing. Goals will be entered into AIMS. Typing is to be returned to the Manager for a final review before distribution. The Manager will ensure all signatures are received and identify who will receive a copy.
5. The Manager will ensure that the client receives a copy of their ISP, Personal Profile, and minutes of the meeting. Copies may also be forwarded to others in attendance at the meeting if approved by the individual.
6. At the first team meeting, the goals to be achieved will be reviewed.