

Independent Haven

Service Planning and Delivery

Accountability: Residential Supervisor, Program Manager, RN, RN Manager

Document No.1140.00

Reference:

Policy:

All services provided by Independent Haven will be based on the needs and desires of the client or their legal guardian and will be provided in the least restrictive environment and through self-determination. Independent Haven staff will respect the client's cultural, personal history, dignity and civil rights.

Procedure:

Assessments and evaluations for clients will include:

1. Intake Evaluation will be completed at the time of referral for possible placement at Independent Haven by case manager, legal guardian and/or prospective client.
2. Nursing Assessments will include:
 - An assessment of the client's function status and need for any nursing or delegated nursing services, including but not limited to:
 - A focused or detailed assessment in any area of concern identified, such as mental health instability
 - A specific assessment of the client's need for medication reminders, assistance with self-administration of medications, administration of medications and storage of medications, if any of these services are to be provided.
 - An assessment of the client's areas of vulnerability and susceptibility to maltreatment and whether the client poses a risk to other vulnerable adults, resulting in an individual abuse prevention plan identifying the specific measures to be taken to minimize the risk of maltreatment to the client or to other vulnerable adults. The abuse prevention plan should be incorporated into the client's comprehensive care plan.
 - Identification of any advance directives or specific emergency response instructions that the client has made. If the client has an advance directive, the RN and Residential Supervisor will request a copy and will coordinate with the client's physician to incorporate the client's directive into the care plan. If the client has previously shared an advance directive, the RN and Residential Supervisor will ask if the client has made any changes.
3. Individual Abuse and Prevention Plan and Outcomes will be developed for clients
 - Completed prior to the first day of service provision.
 - Reviewed and updated if needed at the 45-day Support Team meeting.
 - Reviewed at least annually.
 - The methods which will be used to achieve outcomes.
 - The physical and social environments in which services will be offered.
 - Methods and materials used including modes of communication.
 - Starting and ending dates for programs.
 - Objective, measurable criteria for achievement of outcomes.
 - Positions of staff providing supports.
 - Frequency and types of review.
4. The Coordinated Service and Support Plan will be reviewed and revised as needed at least annually by the support team.

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Within 45 days of service initiation, the Support Team will meet to review the Coordinated Services and Support Plan Addendum.

The Support Team shall include the supported individual, legal guardian, case manager, Designated Coordinator, other licensed providers and anyone else invited to participate by the client or legal guardian. The Coordinated Services and Support Plan Addendum shall be updated within ten days of the Support Team meeting and will include outcomes for the person receiving services. The final CSSPA Plan will be sent to the Support Team members.

Implementation of Coordinated Services and Support Plan Addendum

1. Will be implemented as written.
2. Will be reviewed at least annually by a Designated Coordinator and RN.
3. If outcomes are achieved, or if outcomes are unachievable, the Designated Coordinator and/or RN shall propose outcome revisions to the Support Team.
4. Progress Reviews frequency will be set by the Support Team based on requirements outlined in their CSSP. Independent Haven requires Support Team meetings to occur at least annually.
5. Independent Haven will provide sufficient staff to implement the CSSPA and assure the safety and health of clients.