

PCP ISP Sample (Supported Employment)

Part III. Shared Planning

Outcome #	What is IMPORTANT TO ME this year?	What does success look like? DESIRED OUTCOMES	How often or by when?	Who's going to support me?
1	<i>Privacy and time alone.</i>	<i>Jack has time away from the others at home and at the day program to do something he enjoys on his own.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC. Day Support: New Adventures</i>
2	<i>Following his own routine every morning.</i>	<i>Jack has a calm and relaxed morning routine, with time after breakfast for sitting on the porch or something else he enjoys.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC.</i>
3	<i>Gardening.</i>	<i>Jack helps plant and tend a vegetable garden.</i>	<i>Weekly</i>	<i>Residential: River Creek, LLC. Day Support: New Adventures Support Coordinator: Oakridge CSB</i>
4	<i>Being out and about in his community.</i>	<i>Jack uses local businesses and attends neighborhood events.</i>	<i>Weekly</i>	<i>Residential: River Creek, LLC.</i>

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				<i>Day Support: New Adventures</i>
5	<i>Being strong</i>	<i>Jack lifts weights regularly.</i>	<i>3 times Weekly</i>	<i>Day Support: New Adventures</i>
6	<i>Foods he likes.</i>	<i>Jack selects his menu and tries different dishes made with ingredients he likes.</i>	<i>Weekly</i>	<i>Residential: River Creek, LLC.</i>
7	<i>Being with friends at the Coffee Counter.</i>	<i>Jack hangs out at the Coffee Counter with his buddies on Sunday afternoons.</i>	<i>Weekly</i>	<i>Brother</i>
8	<i>Sleep.</i>	<i>Jack sleeps through the night without waking and wandering around.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC.</i> <i>Support Coordinator: Oakridge CSB</i>
9	<i>Watching sit-coms, comedies & stand-up comics</i>	<i>Jack watches comedies and goes to the comedy club.</i>	<i>Weekly</i>	<i>Residential: River Creek, LLC.</i>
10	<i>Keeping in touch with family and friends. Getting mail.</i>	<i>Jack calls and sends birthday and holiday cards to friends and family.</i>	<i>Weekly</i>	<i>Residential: River Creek, LLC.</i> <i>Day Support: New Adventures</i>
11	<i>More money.</i>	<i>Jack earns more money.</i>	<i>Monthly</i>	<i>Support Coordinator: Oakridge CSB</i> <i>Supported Employment: Work Today, Inc. 3/1/09</i>

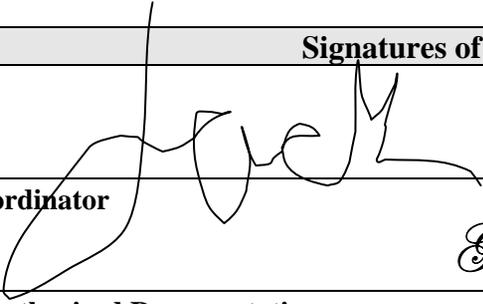
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Outcome #	What is IMPORTANT FOR ME this year?	What does success look like? DESIRED OUTCOMES	How often or by when?	Who's going to support me?
12	<i>Staying safe around highways</i>	<i>Jack remains safe around traffic.</i>	<i>As needed</i>	<i>Residential: River Creek, LLC. Support Coordinator: Oakridge CSB</i>
13	<i>Support for diabetes</i>	<i>Jack's blood sugar remains stable.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC. Skilled Nursing: Nurses @ Home Supported Employment: Work Today, Inc. 3/1/09</i>
14	<i>Staying healthy</i>	<i>Jack is clean each day, maintains his current weight and has good medical and dental check-ups.</i>	<i>Daily and as needed</i>	<i>Residential: River Creek, LLC.</i>
15	<i>Clean clothes and home</i>	<i>Jack has clean clothes and lives in a tidy, organized home.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC.</i>
16	<i>Meeting financial responsibilities</i>	<i>Jack budgets and pays his bills.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC. Day Support: New Adventures</i>

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				<i>Supported Employment: Work Today, Inc. 3/1/09</i>
17	<i>Being understood by others</i>	<i>Jack shares his preferences and choices.</i>	<i>Daily</i>	<i>Residential: River Creek, LLC. Day Support: New Adventures Supported Employment: Work Today, Inc. 3/1/09</i>
18	<i>Receiving supports as agreed to in his plan</i>	<i>Jack's desired outcomes are achieved.</i>	<i>Monthly</i>	<i>Support Coordinator: Oakridge CSB</i>

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Signatures of partners who agree to help me with my plan:		
Individual		Date 02/10/09
Support Coordinator	<i>Gloria Jones</i>	Date 02/10/09
Guardian/ Authorized Representative		Date
Partner Stephanie Klein	Relationship/service/support DSP	Date 02/10/09
Partner Marshall Morgan	Relationship/service/support DSP	Date 02/10/09
Partner Melissa Schaffer	Relationship/service/support DSP	Date 02/10/09
Partner Marty Lowe	Relationship/service/support Supported Employment DSP	Date 2/26/09
Partner	Relationship/service/support	Date
Partner	Relationship/service/support	Date
Names of partners who contributed to my plan and were not here for planning:		
John Turner		
Quarterly review dates: 1- 6/1/09, 2- 9/1/09 , 3- 12/1/09, 4-3/1/10		
Comments:		

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Part V. Plan for Supports

Provider: Work Today, Inc. Service: Supported Employment

<u>Outcome #</u>	<u>Important TO Me</u>	<u>Support Instructions</u>	<u>How often or by when?</u>	<u>How Long?</u>
11 <i>Jack earns more money.</i>	<i>More money: Working at the local plant nursery. (skill-building)</i>	<ul style="list-style-type: none"> - pick Jack up at home and drive to Nathan's Plant Nursery. - support Jack with developing skills related to his employment. -develop graphic representations of each of Jack's work tasks for the employer to use on the daily work list. - remind Jack to greet his supervisor and obtain his daily work list each morning when he arrives for work. -teach Jack to read the graphic work list and mark off when completed. - teach Jack the names of the equipment and supplies he uses in his work (i.e. garden hose, fertilizer, soil, peat moss, etc.) and how to care for them. -assist Jack during break to sit and snack and get to know his co-workers. - model tasks on Jack's list as needed so that Jack may observe how his work is to be completed (i.e. using the garden hose, repotting plants, sweeping area, etc.). explain to Jack what you're doing and why, but wait a couple of minutes before speaking again to give Jack time to respond. -model and help Jack learn to ask for help when needed and to return the completed work list to his supervisor. -remind Jack to gather his things and tell his co-workers 	<i>Weekly (3x)</i>	<i>2 hours (6 hours weekly)</i>

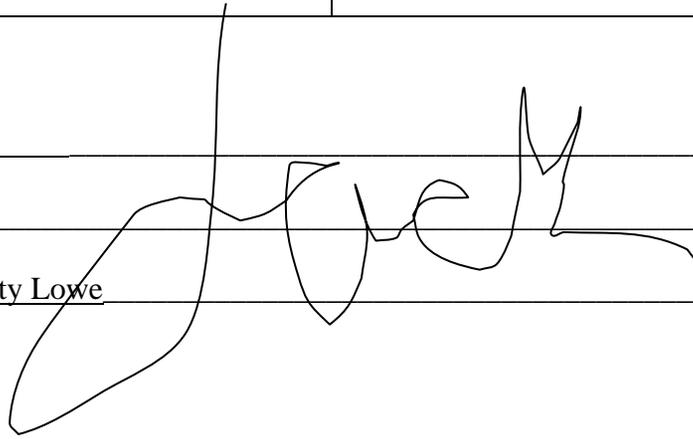
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		<p>good-bye.</p> <p>- Help Jack clean up, gather belongings and drive him home after work.</p>		
Outcome #	Important FOR Me List the support activities for each desired outcome.	Support Instructions Describe how supports will be tailored to the individual's preferences and profile.	How often or by when?	How Long?
13 <i>Jack's blood sugar remains stable.</i>	<u>Support for diabetes:</u> <i>Responding in emergencies</i>	<ul style="list-style-type: none"> - when Jack appears disoriented, tired and sluggish, thirsty or dizzy, following his personal protocol for diabetic support, which is in his Plan for Supports book and accessible to Job Coaches at all times. 	<i>As needed</i>	<i>30 minutes - in place of scheduled supports</i>
14 <i>Jack is clean each day maintains his current weight and has good medical and dental check-ups.</i>	<u>Staying healthy:</u> <i>Taking medications, Personal care.</i>	<ul style="list-style-type: none"> - support Jack with taking any medications as prescribed each day while at work. - ask Jack to hold out his hand and place medications in Jack's hand at each time pills are prescribed. - When emergencies arise, Jack will be supported to access emergency medical care as needed. --when Jack forgets he's supposed to be eating during his lunch or break time, quietly remind him. - support Jack as needed with personal care. Jack is able to use the restroom without support, but may need some assistance refastening and tucking in his shirt afterwards. 	<i>Weekly (3x)</i>	<i>30 minutes (1.5 hours weekly)</i>
16 <i>Jack budgets and pays his bills.</i>	<u>Meeting financial responsibilities:</u> <i>Banking: check cashing and deposits.</i>	<ul style="list-style-type: none"> - support Jack with collecting his paycheck every other Friday from his work site secretary in the administrative offices. - support Jack with going to the National Bank on 5th street to cash his check (in Sharon's line when possible). - Jack signs his own check - support Jack with completing the deposit slip and 	<i>Monthly (2x)</i>	<i>1 hours (30 minutes weekly)</i>

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		<i>retrieving \$30.00 in cash for spending money. - Jack uses a leather wallet and may need support assuring that his money is securely placed inside and the wallet back in his right rear pocket.</i>		
17 <i>Jack shares his preferences and choices.</i>	<u><i>Being understood by others:</i></u> <i>Sharing preferences</i>	<i>- support Jack by helping him identify when to convey work issues to his employer or co-workers. - model successful interactions with co-workers and support Jack with conveying his needs and concerns to others as needed.</i>	<i>Weekly (3x)</i>	<i>30 minutes (1.5 hours weekly)</i>

Individual: _____ Date: 2/22/09
 Representative: _____ Date: _____
 Provider: Marty Lowe Date: 2/22/09



This ISP belongs to: Jack G. ID# 512 ISP Start: 3/1/09 End: 2/28/10 Revision: 8/1/09

General Schedule of Supports

Provider: *Work Today, Inc.* **Service:** *Supported Employment*

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1:45-2:00 Pick up and drive to Nursery 2:00-4:30 Obtain task list, begin work, share preferences and complete personal care as needed 4:30 – 5:00 Clean-up 5:00-5:15 Drive home		. 1:45-2:00 Pick up and drive to Nursery 2:00-4:30 Obtain task list, begin work, share preferences and complete personal care as needed 4:30 – 5:00 Clean-up 5:00-5:15* Drive home *5:00-6:00 banking every other week 6:00-6:15 Drive home		1:45-2:00 Pick up and drive to Nursery 2:00-4:30 Obtain task list, begin work, share preferences and complete personal care as needed 4:30 – 5:00 Clean-up 5:00-5:15 Drive home
Comments: <i>Safety Support, Responding in emergencies: Jack's safety supports for diabetic care will be implemented as needed in place of regular support activities.</i>						
Total hours or units per week: 9.5 hours/week			Total weekly periodic support hours: 0			

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Support Checklist

Provider: *Work Today, Inc.* Service: *Supported Employment*

Support Checklist for: Jack G. ISP Dates: from 8/1/09 to 2/28/10
 Month: August Year: 2009 Provider: Work Today, Inc. Service: Supported Employment

Supports	when	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Initials indicate that supports are provided as described in the support instructions in Part V of the current ISP.																																	
Important TO																																	
10. Working at Nathan's nursery	Tues Thurs Sat				ML		ML		ML		ML		ML		ML					A	ML												
Important FOR																																	
13. diabetic supports	As need- ed																I																
14. staying healthy	Tues Thurs Sat				ML		ML		ML		ML		ML		ML					A	ML												
16. banking	Every other week						ML															ML											
17. sharing preference	Tues Thurs Sat				ML		ML		ML		ML		ML		ML					A	ML												

Key (The use of any code requires a log entry):
 Initials = support provided,
 Circled initials = support provided/notation in log,
 C = chose not to participate,
 A = individual not present,
 I = incident
 O = other
 VA ISP Checklist rev. 07/01/09

Printed Name: Marty Lowe Initials: ML Date: 8/1/09
 Printed Name: _____ Initials: _____ Date: _____
 Printed Name: _____ Initials: _____ Date: _____
 Printed Name: _____ Initials: _____ Date: _____

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Support Log	
Date	Details
8/8/09 Outcomes 10, 14, 16, 17	<p>Skill-building: Jack attended work each day as scheduled. He continues to need a few reminders to get his task list in the mornings. He lost his task list on Thursday and needed a brief explanation that it was “OK” and a reminder that he could get another copy from the manager. He apologized several times, but was assured that it was not a problem. His tasks this week included watering plants, moving a grouping of shrubs and clearing gravel from the re-usable plant trays. The job coach modeled each day how to remove the winding hose from the reel. Jack was able to do it himself on Saturday and continues to need reminders about which nozzle to use and how much water pressure. He moved shrubs without any problems and cleared gravel from the plant trays with reminders and help on how to put the gravel in the right place as he cleaned. The job coach supported Jack with visiting the National Bank on Thursday. Jack was supported to straighten his clothes after trips to the restroom. Jack enjoyed seeing Sharon, his teller, and smiled frequently over having his paycheck. The job coach reminded Jack of the checking process and his teller was patient as Jack completed his transaction. Physical support was needed to help Jack get his money to stay in his wallet.</p> <p><i>Marty Lowe 8/8/09</i></p>
3/13/09 Outcomes 10, 14, 16, 17	<p>Skill-building: Today was important because Jack was invited to go to the mulching station where large trees are made into mulch. Jack appeared very excited and commented on how big the mulch pile was at the station. His supervisor treated him and another employee to a cold drink afterwards. Jack has completed all work tasks this week including watering the plants, unrolling packing materials and moving plants into the shade as they were delivered. Jack is now able to retrieve the hose, but continues to need physical support with the water pressure. Jack now carries a bandanna to wipe his forehead off with when he sweats.</p> <p><i>Marty Lowe 8/8/09</i></p>
3/15/09 Outcome 13	<p>Incident: See Learning Log dated 8/15/09.</p> <p><i>Marty Lowe 8/8/09</i></p>
3/19/09	<p>The job coach received a call from Jack’s residential provider who stated that he is sick today and will be seeing his doctor this afternoon. No services today.</p> <p><i>Marty Lowe 8/8/09</i></p>

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Learning Log

Date and Signature	What did the person do? (what, where, when, how long?)	Who was there? (name of people supporting the person, friends and others)	What did you learn about what worked well? What did the person like about the activity? What needs to stay the same?	What did you learn about what didn't work? What did the person not like about the activity? What needs to be different?
8/15/09 Marty Lowe	Jack showed signs of weakness today. A co-worker found him lying on the ground.	Jack, Marty Lowe, co-worker	It helped following his diabetic protocol as written and reminding Jack that it was "OK" to take a break.	It did not help to leave Jack lying on the gravel. He said it hurt and as soon as possible he was supported physically to move to a grassy area.

This Learning Log belongs to: Jack G. ID# 512 ISP Start: 8/1/09 End: 2/28/10
 Learning Log 07/01/09 *Smull and Sanderson: Learning Community for Person Centred Practices - www.eipnet.net*

Person-Centered Review (PCR)

Provider: Work Today, Inc. Service: Supported Employment

Purpose of review: 1st , 2nd , 3rd , 4th , Update

<u>Outcome #</u>	Desired outcomes (Important TO)	Describe progress toward each outcome. (Include new learning, barriers, successes and relevant medical information in each instance)	Start/End	Condition (Check all that apply)
11	<i>Jack earns more money.</i>	Jack earned \$187.00 during his first month of employment. He states that he enjoys his job and learned a variety of new skills related to plant care. He watered plants, learned to use the hose reel on his own with some physical support setting the water pressure. He can now name 3 different kinds of plants and shrubs.	3/1/09	<input checked="" type="checkbox"/> Progress <input checked="" type="checkbox"/> Continued <input type="checkbox"/> Ended
<u>Outcome #</u>	Desired outcomes (Important FOR)	Describe progress toward each outcome. (Include new learning, barriers, successes and relevant medical information in each instance)	Start/End	Condition (Check all that apply)
13	<i>Jack's blood sugar remains stable.</i>	Jack had one incident during the month on 8/15/09. His diabetic protocol was followed and he was able to regain his energy and finish work that day. No medical care was required and his brother and residential provider were notified per his protocol.	3/1/09	<input type="checkbox"/> Progress <input checked="" type="checkbox"/> Continued <input type="checkbox"/> Ended
14	<i>Jack is clean each day maintains his current weight and has good medical and dental check-ups.</i>	Jack was supported each day to straighten his clothes and maintain his appearance. He didn't take any prescribed or OTC medications during work this quarter.	3/1/09	<input type="checkbox"/> Progress <input checked="" type="checkbox"/> Continued <input type="checkbox"/> Ended

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16	<i>Jack budgets and pays his bills.</i>	Jack received two pay checks this reporting period. One paycheck was a little low due to him being sick on 8/19/09. Jack understands that he does not yet have sick benefits through his job. He always likes to wait in Sharon's line at National Bank even if it's the longest.	3/1/09	<input type="checkbox"/> Progress <input checked="" type="checkbox"/> Continued <input type="checkbox"/> Ended
17	<i>Jack shares his preferences and choices.</i>	Jack was able to communicate his preferences on the job with some support. He had difficulty know when to approach his manager or a coworker for support or with questions. Spoken reminders help with this when problems occur on the job.	3/1/09	<input checked="" type="checkbox"/> Progress <input checked="" type="checkbox"/> Continued <input type="checkbox"/> Ended
Outcome #	Additional desired outcomes	Describe the expected benefits of this change as Important TO or Important FOR the individual.	Start/End	How often or by when?

Please describe any significant events not reported above:

Describe the individual's satisfaction with supports: Jack expresses that he likes his job and the support he receives each week.

Is an ISAR included with this update to reflect changes in support hours?

Yes, because hours are changing Not needed: no change in support hours

Individual: _____ Date: 8/31/09

Representative: _____ Date: _____

Provider/Agency: Sven Thomas/New Adventures Day Support Date: 8/31/09

Outcome changes approved by Support Coordinator:

_____ Support Coordinator	_____ Date
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