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| Manual: BV Operational Policies | Section: Programs |
| Approver:Arthur Mathews Arthur Mathews | Original Date: April 1, 2002 |
| Date Last Approved:March 27, 2018 March 27, 2018 | Next Review Date: January 15, 2019 |

# POLICY STATEMENT

Broadview Village is committed to providing an individualized approach to resident/participant support that reflects our commitment to assisting the individual to learn, grow and develop skills to the best of their ability.

Community Residential Programs

# PROCEDURE

1. After 4 weeks, a preliminary Individual Support Planning (I.S.P.) conference is to be set by the Residential Manager to provide a framework for interaction and to guide support for the individual during the early periods of residency with Broadview Village. Subsequently, at the six (6) month point, a full I.S.P. will be held. This meeting is to involve the resident, their family/care giver, the residential manager, the prime worker, behavior therapist, vocational/day activity counselor, and other individuals as appropriate. This group is considered to be the residents’ Planning Team. The Chaplain, Residential Program Director and the Executive Director are to be given the schedule and will attend as able.
2. Although it is desirable to have all persons involved attend the conference it is understood that it is not always practical to do so. Should this occur then the Residential Manager is to ensure that an avenue for input is presented (i.e. from telephone contact, written notes) and that this information is conveyed in the conference.
3. The meeting is to address, in a sequential manner, the development of new skills and abilities by the individual using defined goals and structured interventions/supports. The following areas are highlighted for discussion with each resident from their perspective:
	1. Your Health
	2. People you know
	3. Spirituality
	4. Things that make me feel good (Entertainment, Hobbies, Leisure and Community Involvement)
	5. How I spend my time (Adult Education, Training, and Day Activities)
	6. Communication
	7. Life Skills

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* 1. Money, possessions and letter
	2. Vacations and Future Plans

After areas are summarized, then recommendations regarding focus areas are agreed upon/made for the upcoming year.

1. Within two weeks of the meeting and with the residents’/substitute decision makers’ approval, the

I.S.P. package is to be finalized and forwarded to family/guardian, vocational/day activity location etc. A copy is to be placed in the individuals’ program binder with the original going to the Residential Program Director.

1. I.S.P.’s and the associated priorities and goals set are presented at the monthly program review meetings for updating and acknowledgement of progress by the prime worker or designate. This program review is to be written and placed in the program binder for each resident.
2. The Residential Manager is to schedule an annual I.S.P. conference at the beginning of the year and send notice out to the Planning Team with at least 2 months’ notice to allow families and other involved parties to plan. The Planning Team then meets to review the previous years’ goals, the 9 domains and review the standard questionnaire that every resident is asked. The resident and team develop a plan and set goals for the upcoming year.

Ministry of Community and Social Services (MCSS) funded Community Day Programs

1. The Day Program Director/Manager is to ensure that an annual meeting is held with the circle of supports of participants who live in the community and that annual updates of day program activities are provided to participants and their families.
2. The ISP will be conducted similar to the residential program. However, the team may be much smaller and the focus is on the day program, so other domains may not be relevant.
3. Upon approval provided by the participant/guardian, copies of the ISP are circulated.

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1. Participants that live in another group home (not affiliated with The Salvation Army Broadview Village) will have their annual ISP’s facilitated through their group homes. It is expected/required that representatives of the Broadview Village Enrichment Program (BVEP) /Booth will be invited to attend as appropriate.

LHIN Funded Community Programs

* 1. The Program Director/Manager will ensure that an annual planning meeting is held.
	2. Counsellors will facilitate the annual meeting with the individual and their circle of supports as applicable and consented
	3. The I.S.P. will include meeting minutes and SMART goals as appropriate. Where appropriate, the I.S.P. will include a review of the Supported Employment Agreement.