

Client name:

VOC / Day Service - ISP Timelines

ISP scheduled date:

Prior to PFW update assessments	Prior to ISP	No later than 25 calendar days prior to the scheduled ISP	5 working days prior to the scheduled ISP	Bring to ISP	All original docs to Case Manager After ISP is completed
	Date:	Date:	Date:	Date:	
BVS1:	 SM: Schedule Pre-meeting BVS1: Start PFW BVS2: Conduct FA <u>Due to SM</u> <u>5 days prior</u> <u>to pre-mtg</u> 	 SM, BVS2, BVS1: Complete RTR Review all current protocols BVS1: Review/Complete PFW BVS2: Ensure RTR notes and BSP behavior definitions match Bring rough Draft of BSP to review with the team SM/ Draft Agenda Start preparing: Protocols Health List Safety Plan Home/Work Financial Plan 	 SM: Send draft copies of documents to team members for review prior to ISP. Draft documents: Protocols Health List Safety Plan Home/Work Financial Plan Action Plans Pg 1-3 of ISP What's most important Risks from RTR Professional Service page BVS2: Completed FA/BSP 	Draft documents: Agenda Action Plans PFW RTR Protocols Safety Plans _Home/Work Financial Plan Health List Nursing Care Pln. Pg 1-3 of ISP Serv.Supports pg. ISP Signature pg. BVS1 & BVS2's: <i>Bring EXTRA action plans and discussion records!!</i> 	ISP MUST BE IMPLEMENTED BY THE LAST DATE OF THE MONTH: Complete ISP RTR/Signature Pg. Health List Nursing Care Plan Protocols Safety Plan Home/ Work/Comm Financial Plan Make any necessary changes to the FA/BSP

OTAC "Change Form" Guidelines:

Team approval needed.

- Check the signature sheet for ISP team member to notify
- Specify the type of change

Upon approval

Check the "appropriate" BOX on the "Change Form"

- Individual Support Plan
- Safety Plan

Other document(s)

Protocol(s)

Review change with client

Check "Person" BOX

Write in person's name where possible

Update Risk Page of ISP

Add date of new document(s).



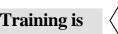
Make copies of all necessary documents:

- **a.** Follow the "Home" procedures
- **b.** Original document to Case Manager
- **c.** Copies into:
 - **Client Book**
 - Person(s) as identified on the ISP signature page.

Monthly reviews:

- When entering monthly review information: review to the ISP and refer to the previous month's change form.
- Refer to the listed "specific changes" ٠
- Document the "specific changes" on monthly review as a means of ۲ notifying team members. (if this is the mean of team notification, per monthly review). Copy and paste to the 4615 Monthly Client Summary **Report** (either Site Manager, Voc, Nurse or Behavioral)





Client change form(s) placement:

- Client Book
 - Place new documents in appropriate section.
 - Remove old document (write the change form was completed/date/sign).
 - Attach old document to the change form (put on top/or below ISP)
 - When multiple change forms exist on the ISP, archive document in Vol. 2.