



Interoffice Memorandum
STATE OPERATED COMMUNITY PROGRAM

Seniors and People with Disabilities
Department of Human Services
P.O. Box 14250, Salem, Oregon 97309-0740

DATE: January 29, 2008

TO: Glenn Nealy, Program Manager
Anne Augsburger, Program Manager
Peggy Prather, Program Manager
Faye Anderson, Program Manager

FROM: Laura Traeger, Program Administrator

SUBJECT: ISP's standards/expectations
per PM meeting 1/25/08 + Misc.

- ❖ All ISP's must:
 1. address independence, integration, and productivity
 2. include a minimum of one task based skill training program with a specific task analysis and formal data being kept
 3. include a minimum of one community based skill training program
 4. include long-range goals noted on the PFW

- ❖ Any activity that is very important to the person or is in danger of not happening needs to be included in an action plan.
- ❖ Fire drills will be completed on every shift, every month
- ❖ On monthly reviews, if the action plan is not met, the monthly must address why they didn't meet the goal and what they are going to do so it is met next month.
- ❖ Clients must be present at the ISP (with the exception of J. Kalez – which will be noted why on the signature sheet and who will be responsible to reviewing it with him.)

c: Deanna Bathke, SOCP Director
Brad Heath, Clinical Service Manager
Rick Hethorn, Voc/Day Service Manage
Terri Millsap, SOCP HR Manager