



It's All About The Plan!

The Individual's Guide to the Individual Support Plan



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About This Guide

This guide was developed to give you extra information for the E-Learning course, "It's All About the Plan!: The Individual and the ISP".

In this guide, the term "individual" means a person with an intellectual or developmental disability who gets services through the Nebraska Division of Developmental Disabilities (DDD). The purpose of this guide is to provide information to help you be a part of the process of planning for your services and supports.

Want to know more?

"It's All About the Plan!" was developed by Fritz & O'Hare Associates and Southeast Community College (SCC). There is no charge for the course, thanks to a grant from the Nebraska Planning Council on Developmental Disabilities.

To register:

Contact SCC's Continuing Education Division at:
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Services

If you are using this guide, you are probably already eligible for Nebraska services for people with intellectual or developmental disabilities. These are services that help you live, work, and have fun in your community. These are often called “DD services.” If you are not eligible or don’t know if you are eligible, stop here and go to this website to find out about eligibility:

http://dhhs.ne.gov/developmental_disabilities/Pages/DD-Eligibility-2.aspx.

Or, call toll free: 877-667-6266.

The Division of Developmental Disabilities, also known as DDD or DD, is the state agency in charge of these services. They decide who gets the services, make the rules about services, and pay for the services. Want to know what we mean by “services”? See [Appendix A](#) for a description.

“It’s All About Choice: Ready, Set, Go!” provides basic information about the services offered through the Nebraska Division of Developmental Disabilities.

View or download the booklet at:

<http://readyssetgo.site.esu9.org/files/2012/02/Ready-Set-Go-Booklet-for-WEB.pdf>



The Importance of Your Plan

You need to have a plan to get the services you want and need. This might sound hard, but there are many people who can help you such as your Service Coordinator, family members, legal guardian, or other people who are important to you.

The important thing is to know that you have choices. You also have flexibility, which means that things can change when you need them to change. And, YOU have control! These services are all about you and you control the plan.

Choice!

- ✓ Decide what you need.
- ✓ Choose the people you want to help you.
- ✓ Choose who you want to spend your time with.

Flexibility!

- ✓ Schedule services when you need them and where you need them.
- ✓ Decide how much or how little help you get.
- ✓ Make the plan to fit what you like and don't like.
- ✓ Mix the kinds of services you get to meet your needs.

Control!

- ✓ Build upon your strengths (things you do well) and take care of your needs.
- ✓ Use the money for services in a way that gets you what you want and need.
- ✓ Change your plan when needed.

Making Your Plan

How do you make the plan for your services? It starts with meetings. You may have gone to these meetings before – called your Individual Support Plan (ISP). If you’ve just graduated from high school, you may remember your Individualized Education Program (IEP) meetings. The ISP is similar to those. We know that’s a lot of letters! But, whether you’ve been to these meetings before or are getting ready to go to your first one, here’s information that may help you.

Individual/Family Meeting (IFM)

The first meeting that’s held is called the Individual/Family Meeting (IFM). This meeting is a time for others (your Service Coordinator and your family and/or guardian) to find out what is important TO you and what is important FOR you. This is the time to talk about your hopes and dreams! It is also a time to talk about ways to keep you healthy and safe.

At the IFM, your Service Coordinator will ask questions and talk with you and other members of your team to help make your plan. This is important! This information will be used to find out what matters to you and what you want to happen in your future.

Your Service Coordinator will use a worksheet with questions to help guide this process. We’ve developed the *"It's All About the Plan!" ISP Worksheets (Appendix B)* to help you prepare. You’ll see that there are a lot of questions on this form. Don’t worry if you can’t or don’t want to answer. Others on your team will be there to help you. Just remember that it’s important for you to share what you can so that your plan is truly about you!

Budget

Your Service Coordinator will fill out a Budget Form at your IFM. This is not your personal budget, like the checking account you have at your bank to pay your bills. This is the budget that the State uses to pay for your services. Your Service Coordinator will tell you how much money you have and then you and your team will figure out how to spend this money to pay for the services you need. Just like with your own money, there may not be enough to get everything you want. So, you may have to make some choices!

Individual Support Plan (ISP)

About 60-90 days after your Individual/Family Meeting, a second meeting is held – the Individual Support Plan (ISP). Sometimes, there is no need to have two meetings and everything can be done in just one meeting. That will depend on your situation and the type of services you want. Your Service Coordinator will help decide this.

ISP Team Members/Role

There are several people who will come to your meetings. Here's a list of who might be there and what's expected of them.

- You: It is expected that you come to your meetings. After all, this is all about you and your future! If, for some reason, you decide not to go to your meetings, your Service Coordinator will talk with you about things that were discussed at the meeting.
- Legal Guardian: If you have a legal guardian, you know that this person makes decisions about things such as where you live, your medical care and treatment, where you work or go to school, etc. Your guardian is there to make sure you are protected and receive what you need, but should also involve you in making decisions when possible.

- Family Members: You can decide what family members come to your meetings. If you don't want certain people to come (except for your legal guardian), it's your choice.
- Service Coordinator: Your Service Coordinator is there to:
 - Make sure everyone knows about the date, time, and location of your meetings.
 - Run the meetings and write down what is decided.
 - Gather and share information about how you're doing with your services and supports.
 - Make sure that everything in your ISP is carried out as planned.
 - Help you get the services you need.
- Provider Staff: Staff are either people who work for a specialized provider agency or non-specialized providers.
- Other Members: You may want to invite others to your meetings. This might be someone you know and trust to help you make decisions or help you communicate.

Paperwork

Your Service Coordinator will fill out forms to keep track of everything that was decided at your meetings. This includes what services you'll be receiving, medical information, restrictions (or limits) on things you can and can't do, and many other important details. You'll be asked to sign this form when it's all done.

Rights

It's important that you know and understand your rights and the rights of your family and guardian (if you have one). If any of your rights are restricted (meaning you are not allowed to do or make decisions about certain things), you will need to give your approval. If you have a legal guardian, it is up to that person to approve your restrictions.

Your Rights

- You have the same legal rights and responsibilities as all other citizens (with and without disabilities) under the federal and state constitution and laws.
- You have the right to a copy of your ISP.
- You have the right to ask that certain family members or staff are not allowed to come to your meetings (unless they are your legal guardian).
- You may ask that a certain staff person is not assigned to work with you.
- You have the right to information about all of your choices of services and providers who might work with you.
- You have the right to make choices about how you want to live your life. If your choices are not safe for you or others, you may not be allowed to make that unsafe choice.

Your Family's Rights

- Unless a family member is your legal guardian, that person does not legally have the right to make decisions for you.
- Your family may have a copy of your ISP if you approve this.
- Your family is responsible for doing those things they agreed to in your ISP meeting.

Your Legal Guardian's Rights

- Your legal guardian is in charge of making decisions for you about such things as where you live, medical care and treatment, training and education, etc. This is all spelled out in documents from the court.
- Your legal guardian has a right to a copy of your ISP.
- Your legal guardian is responsible for doing those things they agreed to in your ISP meeting.

Self-Advocacy

Remember - these meetings are all about YOU! So, it's important that you speak up for yourself. This is also known as being a self-advocate.

TIPS FOR BEING A SELF-ADVOCATE

- ❖ Ask questions when you don't understand.
- ❖ Tell people what you want and think.
- ❖ Be polite and listen to what others have to say.
- ❖ But...if you do not agree with something, speak up!
- ❖ Remember that your plan is like life: we don't always get what we want!

If you don't think you can do this on your own, you may want someone to come with you to your meetings. This should be someone you trust and who knows you well. Answer these questions to figure out who might help you.

- ✓ **Who knows you best?** This is the person who can tell when you're happy or sad without even having to tell them.
- ✓ **Who do you trust?** This is the person who you know will always be there to help you when you need them.
- ✓ **Who is willing to help you?** Preparing for and coming to meetings takes time. Who will be willing to take the time to help you?

APPENDIX A

DDD Service Options

In Nebraska, services available through the Division of Developmental Disabilities (DDD) may be broken down into three broad categories.

Service Coordination: Service Coordinators are people employed by the state to assist you and your family in determining and receiving developmental disability services and other community services to meet your needs.

Specialized Services: Specialized services are those offered by certain agencies in your community. These agencies are responsible for hiring, firing, scheduling, training, and paying staff members and making sure you get the services you need.

Non-Specialized Services: Non-specialized services are provided by community members or agencies. Once you've chosen who you'd like for your non-specialized provider, they must be approved by the state. You or someone helping you are in charge of finding, hiring, firing, scheduling, training, and supervising your non-specialized providers. Your family members (parent, spouse, or child) or people who live with you may not be approved as providers.

DDD SERVICES

| Non-Specialized Services | Specialized Services |
|--|--|
| <p style="text-align: center;"><i>Community Living & Day Supports (CLDS)</i></p> <p><u>Employment Supports</u></p> <p>CLDS Employment Supports are provided to support the individual in getting and keeping a job of their choice, including:</p> <ul style="list-style-type: none"> ▪ Identifying types of jobs the individual may wish to pursue. ▪ Providing assistance in searching for a job. ▪ Providing assistance in preparing for and attending interviews. ▪ Assisting the individual on-the-job as needed, with the provider acting as a job coach. | <p style="text-align: center;"><i>Day Services</i></p> <p><u>Integrated Community Employment</u></p> <p>Assistance in finding and keeping a job in the general workforce at or above minimum wage. Individuals choose their own job and services are provided on the job site.</p> <p><u>Vocational Planning</u></p> <p>Support in career planning, job searching, and paid and unpaid work experience.</p> <p><u>Work Station</u></p> <p>Development of work and social skills on the job. May include assistance in health-related tasks such as medication administration, treatments, and other personal needs.</p> <p><u>Adult Day Habilitation</u></p> <p>Formal training, activities, and staff supports that take place in a non-residential setting. These may be delivered in an integrated community setting or provider owned and operated setting. Services are designed for the individual to acquire, retain, or improve self-help, behavioral, or other skills needed for participation in successful community living. Services may be prevocational in nature or may be provided to those not currently seeking to join the work force.</p> |

DDD SERVICES

| Non-Specialized Services | Specialized Services |
|--|---|
| <p style="text-align: center;"><i>Community Living & Day Supports (CLDS)</i></p> <p><u>Independent Living Supports</u></p> <p>Individuals may live in their family’s home or their own apartment, house, or condominium. Services include:</p> <ul style="list-style-type: none"> ▪ Household and home maintenance activities such as meal preparation, grocery or clothing shopping, cleaning and laundry. ▪ Hygiene and grooming tasks. ▪ Use of community services, including medical and other appointments. ▪ Participation in recreational activities. ▪ Participation in volunteer work in the community. | <p style="text-align: center;"><i>Specialized Residential Services</i></p> <p><u>In-Home Habilitation</u></p> <p>Training for the individual in his/her family home or in the community.</p> <p><u>Companion Homes</u></p> <p>Individual lives in home, apartment or condominium they own or rent. Staff is on-site or available to provide training and support, as needed by the individual.</p> <p><u>Extended Family Home (EFH)</u></p> <p>Individual and provider reside in a single family home, with the provider on-site and available at all times.</p> <p><u>Group Homes</u></p> <p>Services for group of individuals in a provider agency setting, with staff on-site and immediately available at all times.</p> |
| <p style="text-align: center;"><i>Other Services</i></p> <p><u>Respite</u></p> <p>Temporary and occasional support and care of the individual to allow the caregiver time to pursue personal, social, and recreational activities.</p> <p><u>Assistive Technology</u></p> <p>Purchase of devices, controls, or appliances to increase the individual’s ability to perform activities of daily living.</p> | <p style="text-align: center;"><i>Other Services</i></p> <p><u>Respite</u></p> <p>Temporary and occasional support and care of the individual to allow the caregiver time to pursue personal, social, and recreational activities.</p> <p><u>Behavioral Risk</u></p> <p>Intensive services for those with complex behaviors that place the individual and/or others at risk of harm.</p> |

DDD SERVICES

| Non-Specialized Services | Specialized Services |
|--|---|
| <p data-bbox="228 373 748 405"><u>Environmental/Home Modifications</u></p> <p data-bbox="228 426 829 527">Modifications made to the individual's or family's home to meet the individual's accessibility needs.</p> <p data-bbox="228 598 537 630"><u>Vehicle Modifications</u></p> <p data-bbox="228 651 829 751">Modifications made to the individual's or family's vehicle to meet the individual's needs.</p> <p data-bbox="228 823 797 854"><u>Personal Emergency Response (PERS)</u></p> <p data-bbox="228 861 824 997">An electronic device/ system to allow individuals to get help in an emergency; for those who live alone or are alone for significant parts of the day.</p> | <p data-bbox="860 373 1047 405"><u>Medical Risk</u></p> <p data-bbox="860 426 1495 527">Intensive services for those with complex medical needs that require continuing care and treatment.</p> |

APPENDIX B

"It's All About the Plan!" ISP Worksheets

Activity 1. Your Relationships

Answer these questions about relationships with the people in **YOUR** life.

| | |
|---|---|
|  | 1. Who do you like to spend time with at home? |
|  | 2. Who do you like to spend time with at work or at school? |
|  | 3. Who do you like to spend time with in your community? |

Now let's talk about who you don't like to be around. Are there certain people you really don't want to spend time with? If so, write them down here. Ask for help if needed.

1. _____
2. _____
3. _____

Activity 2. Your Social Interests

Put a ✓ by the activities that you like or new activities you'd like to try.

Hang out with friends



Connect with my friends on the computer



Go to movies



Play sports



Go to concerts



Watch sports



Play video games



Be a member of a club or community group



Take classes to learn new things



Exercise



Go camping or fishing



Sew, knit or do crafts



Go shopping



Volunteer at events in the community



Go out to eat



Attend activities at my place of worship



List other activities you like or would like to try:

Activity 3. Your Work Interests

Look at this list and put a ✓ by what you like to do.

Working outside



Working inside



Doing the same things over and over



Doing something different each day or during the day



Working with others



Working alone



Doing a job that requires physical work



Doing a job that doesn't require physical work



Working on projects such as sewing, drawing, making jewelry or cooking



Helping others



What other jobs interest you?

Activity 4. Your Dislikes

Take some time to think about the following questions. Type in your answers.

1. What jobs or chores do you dislike?

2. What activities do you dislike? Why?

3. Are there things staff or others do with you that you don't like?

4. What makes you sad?

5. What makes you angry?

Activity 5. Your Future

What places do you dream about visiting? Put a ✓ by places you would like to visit. If your choice isn't there, write it in.

My dream is to:

Hike in the mountains



See the ocean



Visit Disneyland



Visit another city or state



Go to a Husker game



Go to a baseball game



List other things you would like to do in the future.

Write or type in your answers to the following questions.

| |
|--|
| 1. What kind of job do you dream about having? |
| 2. Where do you dream about living? |
| 3. What new things would you like to learn? |
| 4. What thing or things would you like to save for? (such as a vacation, car, shopping...) |
| 5. Are there people you would like to have in your life who aren't in your life now? |
| 6. What makes you happy? |