

THE QUALITY NEWS

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Attitude is a little thing that makes a big difference

Winston Churchill

Person Centered Planning & Thinking

Checklist for the Person Centered Planning IHP:

This month we are presenting just a small piece of a powerful manual created by Amadon and McBride entitled A Manual for Person-Centered Planning Facilitators. Our Annual (IHP) Meetings are critical to the success and every day lives of our Individuals. For many, this is one of the most important days in the year for the Individual. Let's always remember that—Let us celebrate the person by planning carefully to ensure that the meeting is truly about the Individual and that they are the only focus. These ideas are provided to help us think about the process—We hope this can help you as Team Leaders to open up the Annual Meetings to ensure they are as special as they were meant to be.

Meeting Preparation—Pre work Coordination to be completed by the Facilitator:

1. What are the right processes for the person, the team/support circle and the person's situation?
2. Is there a committee champion who will make sure the plan remains alive?
3. Has the planning process been discussed with the support circle members? Does everyone have information on the process and time requirements? Have circle members had input to the decision about the planning process?
4. Have you discussed with the person coordinating the meeting, which parts of the process will be used, how to address current issues, etc?

The Facilitator should be responsible for ensuring the following:

1. Has the meeting preparation been a coordinated effort? Either clear or ensure that the different members (Individual, Family, Residential, Employment, Case Management) have been cleared regarding the meeting format and who will do that?
2. Is this meeting serving as meeting the annual or any other requirements? Who will record and report during different parts of the meeting? Is the meeting location comfortable and does it meet the space requirements needed?
3. Have preparations been coordinated with the focus person? Invitations been sent to all the members that the person wants present? Have people been invited who are beyond the traditional team? People who can help identify the person's desirable future? Is the focus person comfortable about the process?
4. Is there a welcoming environment (Food, flowers, balloons) Do you have paper, markers, tape, etc?
5. Do ground rules need to be established? Are there any topics, words, phrases to avoid?

During the Meeting:

1. Help the focus person decide where they want people to sit, if possible. Does the seating arrangement ensure that everyone is included and no one appears more important
2. Ask about timelines in the beginning of the meeting—Times that people may have to leave
3. Set up Ground Rules and Use them.
4. Will breaks be needed—If yes, how often?

At the end of the Meeting:

1. How will copies of what has been done be distributed?
2. When will the next meeting occur?
3. Ensure that all documents are signed



1. Support Quality of Care & Support
2. Reduce Costs
3. Manage Risk & Compliance

Therap Tips!

MIE—Multiple Individual Events

Here is a simple module that I use all the time in Therap. This is the MIE—a module that is a part of the GER Module. In our company, when we write a GER, we first have to choose an Individual. Often, our GER's contain information regarding other Individuals. If there is a GER written involving one or more Individuals, there must be another GER written for each of the Individuals who are involved. This is time consuming! It was time consuming—not anymore—now it is a snap! Here is all you do:

1. Once you have created a GER form for an Individual and have saved it, you will find the [Copy this GER for other individual](#) link on the form confirmation page.
2. Click on the [Copy this GER for other Individual \(s\)](#) link to copy the GER form .
3. The Programs will appear and simply select as appropriate. You can select more than one!
4. Next, find the Individual...again you may select more than one Individual as appropriate. Simply check the box.
5. Then click on the ["Copy GER for selected individuals\(s\)"](#) button.
6. Clicking on the "Copy GER for selected individual (s) button will display a warning message to users. Just check to make sure you have chosen the correct person(s).
7. Click on the "OK" button to copy the GER for selected Individuals
8. You will receive a success message showing the GERs created and linked to an MIE form
9. Click on the link to view the [Multi-Individual Event \(MIE\)](#) page.
10. Clicking on the 'Display All Linked GER' button, displays the linked GERs on a single form.

Email your tips or questions to: lisai@thearcofsomerset.org

We are currently using:

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