## The Arc of Somerset County — Quality Department



## Achieve with us.

# THE QUALITY NEWS

"Only by binding together as a single force will we remain strong and unconquerable"

Chris Bradford

### **Person Centered Systems**

### **Key Values and Principles of a Person-Centered System**

A person-centered system involves person-centered thinking, planning, and organizations. These guiding principles apply to the system serving all people who need long-term services and supports, and their families. A person-centered system acknowledges the role of families or guardians in planning for children and for adults who need assistance in making informed choices.

#### To be person-centered means the following:

- Treating individuals and family members with dignity and respect;
- Helping individuals and families become empowered to set and reach their personal goals;
- Recognizing the right of individuals to make informed choices, and take responsibility for those choices and related risks;
- Building on the strengths, gifts, talents, skills, and contributions of the individual and those who know and care about the individual;
- Fostering community connections in which individuals can develop relationships, learn, work and produce income, actively participate in community life, and achieve their full potential;
- Promising to listen and act on what the individual communicates;
- Pledging to be honest when trying to balance what is important to and for the person;
- Seeking to understand individuals in the context of their age, gender, culture, ethnicity, belief system, social and income status, education, family, and any other factors that make them unique;
- Acknowledging and valuing families and supporting their efforts to assist family members;
- Recognizing and supporting mutually respectful partnerships among individuals, their families, communities, providers, and professionals;
- Advocating for laws, rules, and procedures for providing services, treatment, and support that meet an individual's needs and honor personal goals; and
- Endorsing responsible use of public resources to assure that qualified individuals are served fairly and according to need.

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**Therap Tips!** 



## Accessing Reports for Audits

This is a process for accessing a report on Therap that can be used to audit attendance. These easy steps will help you with gather information if a Case Manager asks for a report showing ISP Collection or a Licensing Inspectors requests to see attendance on any given day. These steps were put together by Jim O'Rourke.

Choose the sample month and Persons Served to be audited. When ready, log on to Therap and follow these easy steps!

#### Procedure:

- From the Dashboard, Select Individual on the left hand side of the page.
  - 2. Select ISP Data Report.
- 3. Select Program from Drop Down
  - 4. Select Individual
- 5. Select any one of the listed ISP Goals and then select Next.
- 6. For Report Type, select HAB Documentation Record
- 7. Select Month and Year to be audited.
  - 8. Select Next.

The Habilitation Documentation Record provides a one page monthly display of ISP entries for that Individual. Compare the absence codes (AB) on this report against the monthly attendance sheets being audited.

We are so excited to announce that all Residential and Employment Service IHP goals are now on Therap! No more paper documents for goal collecting! Over the next few months, we will be offering and highlighting many Therap techniques that will allow you to enter and gather the data that you need!

Thank you for the directions Jim!

If you have a Therap tip email us @: lisai@thearcosomerset.org

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