

**POLICY:**

**A written Person-Centered Care Plan will be developed, jointly with the registrant and/or authorized representative, and will be updated semi-annually, as needed and/or as requested by the registrant**

**PURPOSE:**

1. To meet the registrant's clinical and support needs and strengths as identified through an assessment of functional needs
2. To meet the registrant's personal and cultural preferences
3. To meet the required State and Federal Regulations

**GENERAL INFORMATION:**

1. The Care Plan will be written in plain language that is accessible to registrants with disabilities and who are not proficient in English

**PROCEDURE:**

RESPONSIBILITY

ACTION

RN/Pertinent Staff

1. Complete comprehensive functional assessment

IDT/Registrant and/or Requested Representatives

2. Develop Person-Centered Care Plan
  - a. Identify registrant goals and desired outcomes
  - b. Incorporate staff interventions to facilitate goal outcome
3. If registrant's request/goal cannot be met, establish, with registrant/family member, a mutually agreed upon time schedule for status reports/resolution
4. Discuss with appropriate disciplines to evaluate issue(s) and develop appropriate plan of action
5. Discuss plan of action with registrant/family member within agreed time frame
  - a. If accepted, implement plan of action
  - b. If not accepted, continue to explore alternative approaches and implement

**DATE:**

**SUPERSEDES:**

**PAGE: 1 OF 2**

**PROCEDURE:** (cont'd)

| <u>RESPONSIBILITY</u>       | <u>ACTION</u>   |
|-----------------------------|---|
| RN/Pertinent staff          | 6. If issue cannot be resolved, apprise Director of all details related to meeting person-centered goals and registrant's/family member's response to proposed plan of action   |
| DIRECTOR                    | 7. Meet with pertinent staff, client and/or family member to develop acceptable plan of action  |
| PERTINENT STAFF             | 8. Implement plan of action<br>9. Document all details in Medical Record including:<br>a. Registrant's request<br>b. Concerns related to meeting request<br>c. Action(s) taken including discussions with registrant/family member<br>d. outcome            |
|                             | 10. Submit report to Director   |
| PERTINENT STAFF/DIRECTOR    | 11. Provide a written reply to the registrant/representative who initiated the concern<br>12. Track concerns, patterns or trends related to meeting person-centered goals<br>13. Incorporate concerns, recurrences, patterns and/or trends in Annual Report |
| QUALITY ASSURANCE COMMITTEE | 14. Recommend further investigation, corrective action and/or procedural changes, if appropriate  |

**DATE:**

**SUPERSEDES:**

**PAGE: 2 OF 2**