FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **SUPPORTED INDIVIDUAL PLANS (Financial, Support, Person Centered Plan)**		POLICY NO: SI-008
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: SI02-80
	DATE Reviewed: July 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: FVI Policy APPLICATION: Supported Individuals	

POLICY:
It is crucial that each Supported Individual have a financial care plan, a support plan, and a person-centered plan that is individual to them and is reviewed and revised annually, and that they are regularly reviewed with house staff.

PROCEDURE:
A Supported Individual's financial plan, support plan, and person-centered plan shall be reviewed and revised in their birthday month.

Person Centered Plan

1. The Program Director/designate must ensure that the Supported Individual participates in completing their PCP questionnaire and will submit this questionnaire to Administration. Administration will forward this questionnaire to the Individual's Community Service Worker (CSW).
2. Completed Person Centred Plan information will be transferred to computerized format and copies distributed to the Supported Individual's home, file, CSW, Substitute Decision Maker (SDM) and Public Guardian Trustee (PGT) (if applicable). Additional copies may be distributed at the discretion of the Supported Individual.
3. Person Centered Plan form included at the end of this document.

Financial Care Plan

1. Financial Care Plan document to be included at the end of this document.

Support Care Plan

1. Support Care plan is to include all areas relating to health care and care.
2. To be updated as changes occur