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Person-Centered Planning Notice

Care Design NY is committed to providing services that are person-centered, meaning that you are the most important person in the planning process. Your wishes and needs are at the center of the services provided to you. This notification is to provide you with a summary of regulations that have been finalized by OPWDD and are effective November 1, 2015. These regulations address and outline your right to participate in a person-centered planning process. These regulations do not change your services in any way as agreed upon in your ISP or Life Plan, unless you express a desire to do so.

A person-centered planning process is a process in which, to the maximum extent possible, an individual directs the planning of his or her services and makes informed choices about the services and supports that he or she receives. The planning process guides the delivery of services and supports to an individual in a way that leads to outcomes or results in areas of the individual's life that are most important to him or her (e.g., health, relationships, work, and home).

The individuals receiving support choose their circle of support, people who they trust in their lives to assist them in making decisions. The circle of support assists in the decision making process. The person-centered planning process requires that the services are based on the person's needs, interests, and strengths. They are designed to empower the individual and strengthen skills. It also requires that the person be satisfied with these services and supports. The person-centered planning process is collaborative between the individual and the service providers.

A person-centered planning process is utilized to develop a person-centered service plan (ISP or Life Plan). The individual directs the process, making informed decisions, and is involved in the scheduling of the meeting. The process takes into account cultural considerations so that it is understandable by the person served and all the parties chosen by the individual. Updates are clearly communicated and there are strategies to address disagreements in the process.

The plan, (ISP or Life Plan) must include the person's goals, strengths and therapeutic needs. It will also include all services to be provided, including any self-directed services, the chosen providers, and evidence that the person's residence (if applicable), is of their choice. Any risk factors and strategies to minimize risks will be included. Monitoring of the plan will be ongoing by the Care Manager and the individual.

The plan must be finalized and agreed to with the individual's written informed consent and signed by the provider(s) responsible for implementing the person-centered service plan. The plan will be reviewed at least semi-annually, or as needed by the person.

When the person's needs require modifications to his or her rights, a specific assessment and justification for the need will be included. Privacy, freedom to control his or her daily activities and schedules, and the ability to have and engage with visitors is included in this. The regulations specify that the Care Manager must ensure that the required documentation is in the ISP or Life Plan.

The final regulations identify requirements for notification of the individual's right to a person-centered planning process and a person-centered plan and of the right to object to services pursuant to OPWDD regulations in 14

NYCRR Section 633.12. Notification must be provided to the individual and a person upon whom decision making authority is conferred by state law, if any.

As always, your Care Manager is available to answer any questions you may have. You may also review the source document regulation 14 NYCRR Part 636 and amendments to 14 NYCRR Parts 633, 671, and 686 final regulations, effective 11/1/2015.

Thank you for the opportunity to serve you.

Individual:

Date:

Guardian/Advocate:

Date: