

5123:2-3-17 Individual plan (IP).

(A) Each individual shall have an individual plan (IP). The IP is a written description of the services and activities to be provided to the individual.

(B) The individual's choices shall be the primary factor for developing the IP. The individual's choices are those expressed directly by the individual or, if the individual is incapable of expressing his choices, by the individual's parent(s), custodian, or guardian, or by a friend or advocate of the individual's choice.

(C) The services and activities described in the IP shall support the individual's choices, meet the individual's needs, and assist the individual in expanding and developing skills that will lead to a more independent, secure, and enjoyable life.

(D) Evaluations shall be used as a resource to identify appropriate methods of developing the services and activities necessary to support the choices of and meet the needs of the individual.

(1) Evaluations shall include at a minimum an individual's social history, medical and dental evaluations, and an adaptive behavior or independent living skills assessment.

(a) At least annually, the social history shall be reviewed and updated as needed.

(b) Medical evaluations shall be completed every two years. A "medical evaluation" means an evaluation of the individual's general health.

(c) Dental evaluations shall be completed on an annual basis. A "dental evaluation" means an evaluation of the individual's general dental health and hygiene.

(d) An adaptive behavior or independent living skills assessment shall be reviewed and updated at least annually.

(2) If the results from these four evaluations are insufficient to identify appropriate methods of developing the services and activities necessary to support the choices of and meet the needs of the individual, additional evaluations shall be obtained.

(E) An IP shall be developed by an IP coordinator with each individual within one month after the individual's admission to the residential facility and shall be updated at least annually thereafter. The custodian or parent(s), if the individual is a child, or guardian shall be encouraged to participate in the development of the IP. The individual may invite an advocate or friend(s) or any person(s) directly providing services or activities to him to participate in the development of the IP.

(F) The IP shall be implemented as written.

(G) The IP coordinator shall also perform and document the following responsibilities:

(1) Review the IP as needed or upon request;

(2) Review the implementation of the IP at least quarterly and revise as needed; and

(3) Coordinate the services and activities being provided to the individual with service providers, which may include case management services, as identified in the IP.

(H) The services and activities described in the IP shall not be provided without the individual's consent or the consent of the parent(s), custodian, or guardian, as applicable. If the individual is a child, consent shall be obtained from the individual's parent(s) unless the individual has a custodian in which case, consent shall be obtained from the custodian. If the individual has a guardian, consent shall be obtained from the guardian. Consent shall be in writing and may be withdrawn in writing at any time.

(I) The provider shall attempt to resolve disputes that arise when consent is refused or withdrawn by making a reasonable accommodation to provide the individual with alternative services or activities.

(J) Authorized regulatory agents shall have access to the IP. The IP shall be provided to all parties involved in the implementation of the IP. The IP shall be provided to the individual, custodian or parent(s) if the individual is a child, or guardian. The IP shall not be released to other persons without the individual's consent or the consent of the parent(s), custodian, or guardian, as applicable. If the individual is a child, consent shall be obtained from the individual's parent(s) unless the individual has a custodian in which case, consent shall be obtained from the custodian. If the individual has a guardian, consent shall be obtained from the guardian. Consent shall be in writing and may be withdrawn in writing at any time.

(K) The administrator or his designee shall provide administrative oversight to ensure the development, implementation, coordination, review, evaluation and revision, if necessary, of the IP.

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