

BENCO
24 Hour
POLICIES AND PROCEDURES

SUBJECT: INDIVIDUAL SUPPORT PLAN

OAR: 411-325-0430 (1) (a-b) (2) (a-e) (3) (4) (5) (6) (7) (a) (A-G) (b) (c) (A-C)

POLICY:

Benco will develop an Individual Support Plan for each individual served.

PROCEDURES:

- (1)** Benco will collect and summarize the following information prior to an ISP meeting:
 - (a)** One-page profile reflecting information gathered by Benco at the setting where the individual receives services.
 - (b)** Person-centered information reflecting information gathered by Benco at the setting where the individual receives services.
 - (c)** Information about known, identified serious risks.
- (2)** Benco will develop and share the following information with an individual's Services Coordinator and the individual, or if applicable the individual's legal or designated representative, as directed by the individual's ISP or Service Agreement.
 - (a)** Implementation Strategies, such as action plans, for desired outcomes or goals.
 - (b)** Necessary protocols or plans that address health, behavioral, safety, and financial supports.
 - (c)** A summary of Benco's risk management strategies in place, including title of the document, date, and where the document is located.
 - (d)** A Nursing Service Plan, if applicable.
 - (e)** Other documents required by the ISP team.
- (3)** When desired by an individual, Benco will participate in the individual's ISP team meetings.
- (4)** Benco will agree in writing to implement the portion of the ISP for which Benco is responsible for implementing. The agreement will be recorded by a signature on the ISP or a Service Agreement.

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- (5)** Benco will maintain a copy of the ISP or Service Agreement provided by the Services Coordinator.
- (6)** Benco will maintain documentation of implementation of each support and services specified in sections (2) (a) to (2) (e) of this policy in an individual's ISP. The documentation will be kept current and be available for review by the individual, the individual's legal representative, Service's Coordinator's, and Department representatives.

(7) INDIVIDUALLY BASED LIMITATIONS.

(a) Benco will not place any limitations to the following freedoms without an individually based limitation.

(A) Support and freedom to access the individual's personal food at any time.

(B) Visitors of the individual's choosing at any time.

(C) A lock on the individual's bedroom, lockable by the individual.

(D) Choice of a roommate, if sharing a bedroom.

(E) Freedom to furnish and decorate the individual's bedroom as the individual chooses in accordance with his or her Residency Agreement.

(F) Freedom and support to control the individual's schedule and activities.

(G) Freedom from restraint, except in accordance with the standards for developmental disabilities services set forth in ORS 443.739, OAR chapter 411, or the relevant Title XIX Medicaid-funding authority.

(b) When an individual's freedom in subsection (a) of this section will not be met due to the health and safety of the individual or others, an individually based limitation will be authorized and documented in the individual's ISP in accordance with OAR 411-415-0070.

(c) Benco is responsible for all the following:

(A) Maintaining a copy of the completed and signed form documenting an individual's consent to the appropriate

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individually based limitation. The form will be signed by the individual or the individual's legal representative, if applicable.

(B) Regular collection and review of the data to measure the ongoing effectiveness of, and the continued need for, the individually based limitation.

(C) Requesting a review of the individually based limitation when a new individually based limitation is indicated, or a change or removal of an individually based limitation is needed.

Approved By: Kristen Gregory
Kristen Gregory, Benco Board President

Date: 12-10-2019