# SOP: Individualized Support Plan Development

This SOP details the process for **individualized support plan development**, encompassing assessment of individual needs, goal setting, personalized strategy creation, implementation guidelines, progress monitoring, and regular plan review. The aim is to provide tailored support that promotes the individual's independence, well-being, and personal growth through a collaborative and person-centered approach.

## 1. Purpose

To establish a standardized process for developing individualized support plans tailored to the unique needs and aspirations of each individual, ensuring quality, consistency, and effectiveness in service delivery.

## 2. Scope

This SOP applies to all staff involved in the assessment, planning, and delivery of support services for individuals requiring personalized support plans.

## 3. Definitions

| Term | Definition |
|---|---|
| Individualized Support Plan (ISP) | A document outlining the unique needs, goals, supports, and strategies tailored to an individual. |
| Person-Centered Approach | A planning process that empowers the individual as an active participant in decision-making and setting goals. |

## 4. Roles and Responsibilities

- **Individual:** Actively participates in all phases; shares preferences, goals, and feedback.
- **Key Worker/Support Staff:** Facilitates assessment, planning, implementation, and documentation.
- **Family/Advocates:** Provide input and support (with consent).
- **Supervisors/Managers:** Ensure SOP compliance, support training, and review plans as needed.

## 5. Procedure

1. **Assessment of Individual Needs**
   - Engage the individual to identify strengths, needs, and preferences.
   - Gather input from family/advocates, previous records, and staff observations (with consent).
   - Document findings in the assessment section of the ISP template.
2. **Goal Setting**
   - Facilitate discussion to set short- and long-term goals that are meaningful and achievable.
   - Ensure goals are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).
   - Record goals in the ISP.
3. **Development of Personalized Strategies**
   - Identify supports, interventions, and resources tailored to each goal.
   - Incorporate individual preferences and least intrusive methods.
4. **Implementation Guidelines**
   - Assign responsibilities to staff and/or others involved.
   - Ensure all support persons receive relevant training or information.
   - Outline timelines and required resources.
5. **Progress Monitoring**
   - Establish procedures for documenting progress and identifying barriers.
   - Conduct regular check-ins and update documentation accordingly.
6. **Regular Plan Review**
   - Schedule formal reviews at least annually or when significant changes occur.
   - Update goals, strategies, and supports as needed, documenting all changes.

## 6. Documentation

- Use the approved ISP template for all documentation.
- All updates, reviews, and assessments shall be signed and dated.
- Confidentiality of the ISP must be maintained at all times.

# 7. Review and Continuous Improvement

- Solicit feedback from individuals, families, and staff on plan effectiveness.
- Update the SOP as required to reflect best practices and regulatory changes.

# 8. References

- Organizational policy on person-centered planning
- Relevant regulatory standards and guidelines