

Service Coordination Activity Plan: Best Uses

Updated 11/17/2011

What is the Service Coordination Activity Plan?

The Activity Plan describes certain short-term service coordination activities that are most important to the person.

The Activity Plan represents a method to track activities to achieve valued outcomes or other goals on behalf of the person.

The Activity Plan must be attached to the person's ISP.

Who has a Service Coordination Activity Plan?

The Activity Plan is required for all
Willowbrook Class Members receiving
MSC

It is optional for all other people

Timeframes for Completion

Within 60 days of enrollment into the MSC program

Must be reviewed every six months but activities may be added at any time

Must be reviewed and updated at least every six months

The review must be referenced in service coordination notes



Best Uses...

Best completed immediately following ISP or other team review ~ serves as a way to track agreements from the meeting

May also be modified, updated following a meeting with the individual and advocate or after an important life changing event



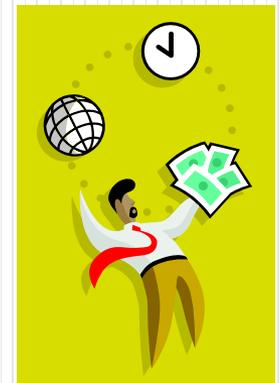
If the person changes MSC...

... the Activity Plan should be reviewed by the new MSC service coordinator and if necessary revise the form



Activities should single out...

...the specific high priority activities to be carried out over the next several weeks or months



Activities may include

Making arrangements for new life experiences
Follow up with a provider about a current issue
or problem

Finding new ways to promote community
inclusion

Learning more about the person

Helping resolve a difficult situation

Finding ways to help the person contribute at
work, home and in the community

Example #1

Service Request or Personal Goal:

Person interested in losing weight and having support for weight loss

Activities to complete:

Arrange an appointment with a nutritionist about diet

Arrange for weekly participation in Weight Watchers meeting

Join [and use] a gym

Go shopping at 10 pound loss intervals



Example #1 *continued*

✓ Who Will Complete Tasks:

Service Coordinator

Individual

Nurse

House Manager

Start Date

✓ if Task is done



Example #2

Service Request or Personal Goal:

Person interested in more appropriate day/work activities

Activities to complete:

Arrange for referral package

Identify and visit possible service providers

Send in and follow-up on referrals



Example #2 *continued*

✓ Who Will Complete Tasks:

Service Coordinator

Individual

Family/Advocate

Start Date

✓ if Task is done



Example #3

Service Request or Personal Goal:

Person wants to go on a series of day trips this coming summer

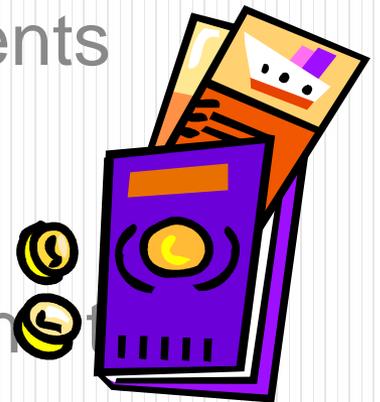
Activities to complete:

Complete Google inquiries for local events

Make calls to top picks

Obtain monies

Make arrangements including tickets and



Example #3 *continued*

✓ Who Will Complete Tasks:

Service Coordinator

Individual

Family/Advocate

House Manager

Start Date

✓ if Task is Done



Example #4

Service Request or Personal Goal:

Person wants his/her living environment improved re: aesthetics and ongoing living environment issues

Activities to complete:

- Purchase new drapes and bedspread at a local store
- Speak with family/advocate and house manager
- Review previous *SCOR(s) to follow-up on living environment issues



Example #4 *continued*

✓ Who Will Complete Tasks:

Person

Family/Advocate

House Manager

Service Coordinator

Start Date

✓ if Task is Done



Don't forget to...

... ✓ if Task is Done



Regardless of who is identified to complete an activity...

...it is the Service Coordinator's responsibility to ensure that all activities are completed.

The Activity Plan Should NOT include

- Ongoing services that are part of the routine maintenance of a person's ISP
 - Required MSC activities
- Completion of required monthly notes or required MSC forms
- Writing, reviewing or updating the ISP, and convening ISP or other required meetings