Person-Centered Planning

This NOTICE is for people who receive OPWDD funded Home and Community Based Services (HCBS) or OPWDD funded service coordination services.

1) **You have a right to participate in a Person-Centered Planning Process**

Person-centered planning is a process that can help you to learn more about what personal goals are important to you. This includes information about how and where you want to live and how you want to participate in your community. Person Centered Planning also helps you and others determine what supports and services are needed to help you move toward your goals. This information will help you work with your service coordinator and others to develop an Individualized Service Plan (ISP) that is specific to your needs and goals.

This means that

- the person centered planning process is all about you;
- you are in charge of the planning process;
- you choose who works with you to develop your person centered ISP and you can choose who you want to assist you in making decisions; and
- you will be supported to make informed choices about what supports and services you want and need. This support may come from family, friends, staff, or someone who has legal decision making authority in your life.
- If you have someone who has legal decision making authority, he or she may choose to be a part of the process and may choose to make decisions on your behalf.

It also means that the person centered planning process

- takes place at times and places that are convenient for you; and
- will share information with you in a way that you can understand it, for example, people speak to you or materials are provided to you in the same language that you speak or using other ways of communication that work for you.

If there is conflict or disagreement when you are planning your services and supports, there are ways to resolve them and you will be told about them.

2) **You have a right to a Person Centered Plan of Services**

Usually this will be your Individualized Service Plan (ISP) and it will include

- your goals and desired outcomes;
- your strengths and preferences;
- your needs based on an assessment;
- the services and supports you need and who you have chosen to provide them;

- the services that you choose to self-direct;
- where you live and that you chose to live there or that you choose to move;
- the things that might cause a risk of harm to you and what will be done to make the risk smaller, including having a plan about what to do if something goes wrong; and
- the name of the person or agency you have chosen to watch over your plan to make sure that everything in the plan happens as it should.

Your person-centered plan/ISP must be clear to you and your circle of support. It must be written so that you understand it.

You must sign your person-centered plan/ISP to show that you agree with what the plan says. The person or agency you have chosen to watch over your plan to make sure that everything in the plan happens will also sign the plan. You will get a copy of the plan.

You will review the plan with your service coordinator at least twice a year, when something changes or when you want to change something in your plan.

3) **You have a right to object to your Plan of Services**

If you are 18 years old or older, **you may object to your plan of services,** including your person-centered service plan/ISP. In addition, the following people may object on your behalf: someone you choose, your legal guardian, someone you have given a power-of-attorney to make decisions for you, or the Consumer Advisory Board if they represent you. If you are capable of making your own decisions and you do not have a legal guardian, you may refuse to let someone else object on your behalf.

If you are under 18 years old, your parent(s) may also object to any plan of services for you. If you don't agree with them, you may choose someone to represent you, including legal counsel, to help you resolve the objection.

You must tell your service coordinator or your service provider that you object to something about the plan. Providers must have policies and procedures to resolve your objection and must tell you what they are and let you follow those policies and procedures. If you are unable to resolve your objection with the provider you can request a hearing with OPWDD.