

Self-Review: Essential Elements of a Person-Centered Plan

1 Respectful and empowering. Plan language is descriptive, respectful, empowering and uses everyday words that the person, those important to the person, and providers can understand.

Indicators	Yes	No	Strategies or Tools
Is the plan respectful of the person and those that support them?			
Does the plan create a clear picture of a unique person?			
Is the plan written in simple, every day language and avoids the use of jargon (e.g. "behavior")?			

2 Focuses on the positive. The plan identifies positive information and builds on strengths, using a trauma-informed approach.

Indicators	Yes	No	Strategies or Tools
Does the plan identify positives about the person and build on strengths?			
Does the plan describe how the person might use their gifts, interests, and talents to contribute to their community?			
If the person has experienced trauma, is there sufficient detail about how to support the person to feel safe?			
Are all important issues recognized and addressed?			
Is there sufficient detail explaining the issue, what it looks like, and how it will be addressed?			



3 **Makes connections.** Important ideas are organized and interwoven throughout the plan.

Indicators	Yes	No	Strategies or Tools
Is information written clearly, accurately and without judgement?			
Is it clear that outcomes and services flow from information elsewhere in the plan or assessment?			
Is important support information organized throughout the plan, not just pasted into a portion of the document?			
When not all support information is included in an area, are there references to another area of the plan or assessment for more detail?			

4 **Detailed and thorough.** Important to and important for are specific, detailed and reflected in outcomes and services.

Indicators	Yes	No	Strategies or Tools
Is important to and important for information described in enough detail to create a rich picture of the person?			
Do outcomes and services weave together important to and important for and other information throughout the plan?			

5 **Clear outcomes and action steps.** Important to and important for are specific, detailed and reflected in outcomes and services.

Indicators	Yes	No	Strategies or Tools
Does the outcome describe something that is meaningful to the person?			
Are the person's employment preferences clear? If they are interested in employment, is there an outcome identified?			
Is it clear how progress will be measured?			
Does the outcome reflect information contained elsewhere in the plan or assessment/discovery?			
Does each outcome have service(s) connected to it?			

6 Clear description of services and supports. Includes a clear description of services and supports necessary to address needs and preferred method for those to be delivered.

Indicators	Yes	No	Strategies or Tools
Are the descriptions in the main plan document? If not, does the plan refer to specific sections in the assessment of discovery?			
Does the plan include services and supports that address assessed needs?			

7 For Medicaid-funded services For Medicaid-funded services: includes type, scope, amount, frequency, duration, and provider type.

Indicators	Yes	No	Strategies or Tools
Is this information included in the main plan document?			
Is the information easy to find and clear to providers?			
If not, is there a “plan roadmap” that outlines where to find the required elements? These elements must be included in the plan document, not referenced in an assessment.			