

Supervisory PCISP Review Tool

About Me

- ☐ “People Like and Admire”: positive personality characteristics and traits; what people value and respect most; thoughtful admirations about the individual from their IST; what draws others to the individual
- ☐ “Strengths and Assets”: what the individual is good or skillful at; proud of about themselves; things they do well; IST contributions pertaining to strengths
- ☐ “Good Life”: thorough synopsis of things they like about their current life; want to continue in the future; want to change; would do for fun; people they would live with, etc.
- ☐ Comments:

Demographic Information

- ☐ Legal status accurate (i.e. emancipated vs. protected person)
- ☐ Complete address and phone number for the individual
- ☐ Email address is on file for the individual/guardian
- ☐ Emergency contact

IST Members

- ☐ Supervisor's name is listed with Connections' address and crisis line as secondary phone
- ☐ All providers on Service Plan are listed with contact information

Daily Life and Employment

- ☐ Life domain discusses what the individual does as an everyday part of life, including: school, employment, volunteering, communication, routines, and life skills.
 - “What is currently happening?” Additional Questions: day service program; full-time/part-time work/work location; a typical day outlined; life skills mastered; life skills that need support; daily responsibilities.
- ☐ Inclusion of both verbal and nonverbal forms of communication for the individual, if relevant
- ☐ Inclusion of how others should communicate with the individual
- ☐ Comments:

Community Living

- ☐ Life domain discuss where and how the individual lives –housing and living options, community access, transportation, home adaptations and modifications.
 - “What is currently happening?” Additional Questions: who lives in the home; does the individual drive/take public transit; does the individual have favorite places to do homework/calm down/etc.; what does the individual do in the community when out?
- ☐ Comments:

Safety and Security

- ☐ Life domain discuss the individual's safety and security, pertaining to finances, well-being, decision making supports, legal rights and issues.
 - “What is currently happening?” Additional Questions: legal guardian/ rep payee/ power of attorney; who protects finances; free of emotional, physical, sexual harm; involved in IST meetings; emergency plan in place; aware of stranger danger; know how to call 9-1-1
- ☐ Comments:

Healthy Living

- ☐ Life domain discuss the individual's medical, mental health, behavior, development, wellness, and nutrition.
 - "What is currently happening?" Additional Questions: self-advocate when sick; communicate decisions about medical treatment; self-injurious behaviors; behavior consultant information, company, and BSP date; medical/adaptive equipment utilized.
- ☐ *Medical Administration Needs:* Does the individual self-administer, and do they need prompting to do so? Who administers medication if the individual doesn't? Who is responsible for filling prescriptions? Can they swallow orally? Do they need crushed or taken with food? How are medications stored? If required, has the MAR been maintained?
- ☐ *Mealtime:* favorite food and drinks; food and drink to avoid; assistance needed while eating/drinking; special diets or health/weight issues.
- ☐ *Healthy Living Providers:*
 - Primary Care Physician
 - Dentist
- ☐ Comments:

Social and Spirituality

- ☐ Life domain discuss the individual's friendships and relationships, leisure activities, personal networks and faith community.
 - "What is currently happening?" Additional Questions: who are the most important family and friends' names to the individual; how do they stay in touch with friends; favorite toys and activities; participation in hobbies or interests both in/out of the home.
- ☐ Comments:

Citizenship and Advocacy

- ☐ Life domain discuss the individual's ability to build valued roles, make choices, set goals, assume responsibility and drive how their own life is lived.
 - "What is currently happening?" Additional Questions: do they vote; do they need support in order to vote; who is teaching them independence skills; can they say "yes" or "no" to make a choice; can they advocate for themselves; understand their rights when working with support teams?
- ☐ Comments:

Desired Outcomes

- ☐ Does every waiver service have an outcome in an appropriate domain?
- ☐ Is there team discussion documented for all domains that have outcomes?
- ☐ *What is the desired outcome?* This is an "I WANT" statement. The desired outcome is a functional statement that includes what an individual would like to learn, participate, improve upon, maintain, or accomplish toward their preferred vision.
- ☐ *Strategies for Implementation:* This is an "I NEED" statement. Strategies include how the individual learns best, instructions on how to teach the desired action, how to document progress, and/or barriers the individual may face.
- ☐ *Action Steps Needed:* This is an "I WILL" statement. They include tasks that needs to be carried out in order to support an individual in achieving an outcome. Steps are not numbered.
- ☐ *How will progress be measured?* This is an "I DID" statement, but it can be more of action verb as opposed to the actual word "did." These help the team determine if progress is occurring, what needs to continue to occur, if more time is needed to achieve the action taken, and/or if the means of measuring progress is working or not working and if the timeline makes sense.

Risk Assessment/Management

- ☐ Risk information is listed in the most applicable domain for the individual. It is not copy/pasted across multiple domains of the PCISP.
- ☐ If risk plans are on file, are they discussed in the appropriate domain?
- ☐ If there is a risk for a certain domain, is it mentioned in “Important For” in the same domain?

Historical Information

- ☐ Provides a record of important events in the individual’s life; pertinent general information about their past; any criminal history or sexual offender status.

Appendix (LOCSI is never linked)

- ☐ LifeCourse tool is linked
- ☐ BSP is linked
- ☐ Risk Plans are linked

General

- ☐ Is this PCISP strengths-based (i.e. strengths are clearly defined throughout the entire PCISP; reflective of input from the entire team)?
- ☐ Is this PCISP person-centered (i.e. clearly identifies the individual’s vision for a good life and outcomes, goals, community activities, and services are linked to the vision)?
- ☐ Does this PCISP include and build upon identified areas of integrated supports (i.e., personal strengths and assets, relationships, eligibility, community, technology)?
- ☐ PCISP is written in first person.
- ☐ PCISP is free from grammatical errors and run-on sentences.
- ☐ Identifying assessment tools up to date for the individual (i.e. Life Course tools, IEP, etc.).
- ☐ Across all six life domains, when answering:

“What is Important TO/FOR the Individual,” does this PCISP follow the correct framework?

Daily Life & Employment	Healthy Living
Community Living	Social & Spirituality
Safety & Security	Citizenship & Advocacy

- ☐ Across all six life domains, when answering:

“What is currently happening in this life domain,” does this PCISP follow the correct framework?

Daily Life & Employment	Healthy Living
Community Living	Social & Spirituality
Safety & Security	Citizenship & Advocacy

- ☐ Across all six life domains, when answering:

“What I prefer for this life domain” does this PCISP follow the correct framework?

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Safety & Security	Citizenship & Advocacy