

ID/DD Waiver Activity Support Plan

Purpose

The purpose of the Activity Support Plan (ASP) is to document activities and strategies/support instructions to be completed in order for a person to work towards reaching their desired outcomes. Staff should be able to read a person's ASP and know exactly how to provide services and supports to that person.

General

An ASP is required for each service a person receives. Providers are responsible for developing the ASP with the person and legal/representative after the development of the Plan of Services and Supports (PSS). The ASP is tailored to the outcomes developed during a person's PSS meeting. Each service will have a separate ASP regardless of whether or not the same provider is providing more than one service.

Outcome Statement

Providers write the outcome statements from the Shared Planning section of the PSS that pertain to the service/support they provide. Different services may have more or less outcomes on the ASP than others. Outcomes may be on more than one ASP if both services can provide support in reaching the outcome.

Person's Support Activities

List the support activities a person will participate in to assist him/her in meeting his/her stated outcomes. Activities are things that can be seen and counted. They include some sort of action word, relate to the desired outcome being addressed and are appropriate to the service/support being provided. There may be multiple support activities for each outcome.

Strategies/Support Instructions

The Strategies/Support Instructions describe how supports will be provided based on the person's choices and preferences. The strategies/support instructions will provide detailed directions for staff to follow when completing support activities with the person. The strategies/support instructions may include what the person likes to do, the type of support needed, specific directions for staff to follow, teaching steps, what is needed for success and where the evidence of progress is being recorded. The information must be very detailed and specific to each person and each outcome.

How Often/By When

The ASP includes how often activities will be conducted/completed as decided upon during the PSS Development meeting. In order to track progress and collect data, each outcome must be completed/done a certain number of days per week or days per month. If an outcome is addressed daily, the number of times per day does not need to be indicated.

Once the provider receives the approved PSS, they develop the Activity Support Plan with the person/legal representative within 30 days of certification date.

The Support Coordinator must ensure all ASPs are consistent and include activities that were identified to meet the outcomes developed during the PSS meeting. If the Support Coordinator does not feel the ASP reflects what was discussed in the PSS meeting, he/she can send it back and request clarification. The ASP must be reviewed and/or revised at least annually, as changes are needed or whenever the person wishes to revise it.

Copies of ASPs must be available to staff at all times.

Questions/Things to Figure Out

List questions/ideas/things discussed in the PSS meeting that need to be addressed but cannot be decided upon at the meeting or that require research or additional information to figure out. There must be a person responsible assigned to address each item. There must also be timelines for accomplishing the activity.

Signatures

The ASP is developed with the person/legal representative and signed at the time of development/review. Staff developing the plan with the person/legal representative sign (including credentials) and date the plan.