

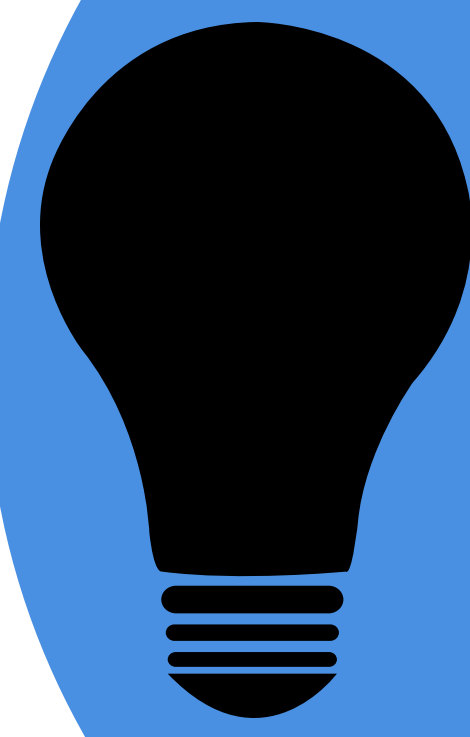
# Service Planning Tips



## Actionable Ratings:

Needs Rated: 2 or 3

Strengths Rated: 0 or 1



## Quality Assessments:

- Ratings match the descriptions
- Descriptions focus on the person and their experiences
- Needs do not equal services
- Captures the individual's voice
- Includes functional strengths
- Captures the "what" and not the "why"

## It's All Connected!



## Threshold Levels

T0

- Blended Service Coordination is not recommended
- Possibly refer to Administrative Service Coordination

T1

- Requires at least one face to face contact every 30 days

T2

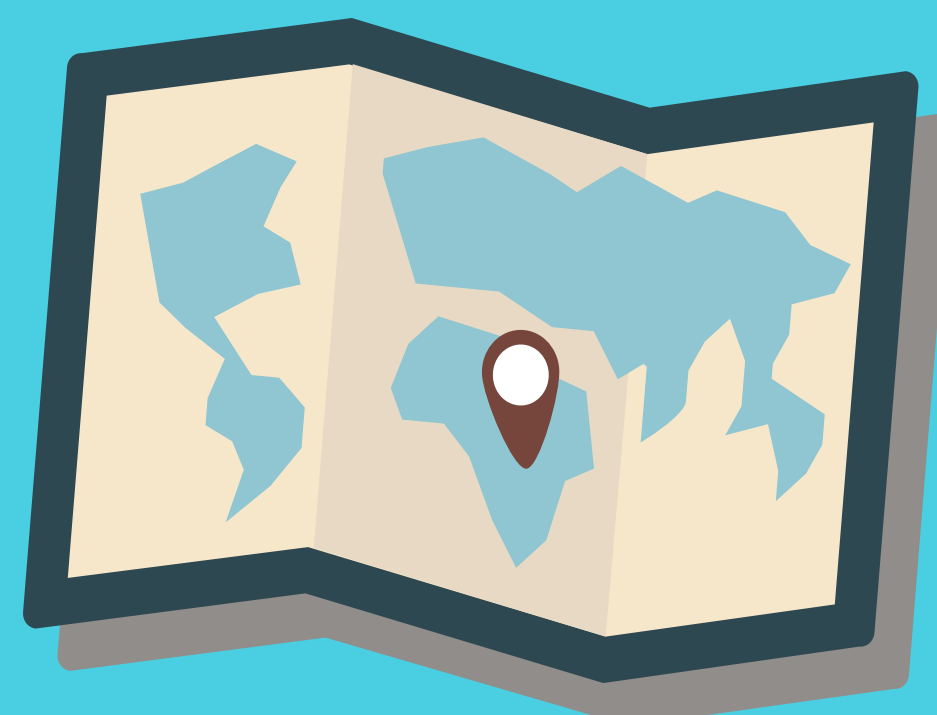
- Requires at least one face to face contact every 14 days

**At least one item in the Emotional/Behavioral Needs Domain must be rated a 2 or 3 in order to qualify for SC services.**



## Think of the CANS/ANSA as your GPS

*The Summary Report Provides a Road Map to the Service Plan.*



*Actionable needs and functional strengths should be included in the plan.*

## Elements of the Service Plan

**Target Domain** is what the goal pertains to; it could be the same as one of the CANS/ANSA domains or items.

**Current Situation** is where the individual is at right now. It may highlight some strengths and may include current services/supports.

**Goal** refers to the long term outcome that the individual wants to achieve.

**Action steps** refer to breaking down the long term goal into smaller steps.

**Person responsible** refers to the person in charge of each action step (includes SC's involvement in process).

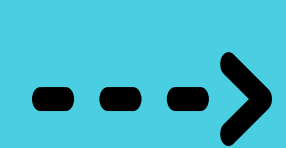
**Target Date** refers to the estimated date of completion for each action step. This should be an actual date: (i.e. 06/15/2020).

**Progress** should be documented for each update to the service plan. Action steps that are completed should be noted as well as those continued, modified and discontinued.

**Signatures** show the agreement of the plan between the individual, family (if applicable), team, SC and SC supervisor. Dates of signatures should also be included.

## Service Plan Process

Use the **CANS/ANSA summary report** to prioritize strengths and needs



Identify **goals and action steps** to address the actionable needs. Include **functional strengths**



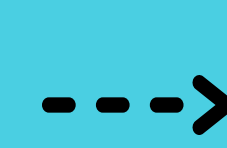
Obtain **signatures** from all parties involved



Submit to **supervisor** for review/approval



Provide a **copy of approved plan** to all parties involved



**SC activities** should align with the **goals** and **action steps**

**The Service Plan should be created in collaboration with the individual receiving services.**

