

**Delaware Health and Social Services
Division of Developmental Disabilities Services
Dover, Delaware**

Title: Essential Lifestyle Planning Policy

Approved By: 

Division Director

Written/Revised By: DDDS Policy Committee

Date of Origin: July 2002

Revision Date: March 2009

I. PURPOSE

To establish the process and guidelines for the development and implementation of Essential Lifestyle Plans (ELPs) for people receiving services from the Division of Developmental Disabilities Services (DDDS).

II. POLICY

It is the policy of the DDDS that all people receiving support services from the Division will be assisted to develop a written plan of support.

III. APPLICATION

Division of Developmental Disabilities Services (DDDS) Staff
Contractors

IV. DEFINITIONS

Residential Living Placement	A residential placement (community placement and Stockley Center) where an individual(s), under contract with or employed by the DDDS, provides necessary supports to people receiving services.
Essential Lifestyle Plan (ELP)	A person centered plan, developed with the person receiving services, his/her family or guardian and other individuals providing support, that outlines in detail the individual's preferences, individual support needs, and lifestyle choices.

IV. DEFINITIONS (continued)

ELP User's Manual for Delaware	Guidelines for the development and implementation of Essential Lifestyle Plans in Delaware as developed by the Division of Developmental Disabilities Services.
ELP Facilitator	An individual who has successfully completed the ELP Facilitator Training offered by DDDS, and who is responsible for putting information learned about a person receiving services into the ELP format.
ELP Reviewer	An individual designated by DDDS and meeting the requirements established in the ELP Users Manual for Delaware, to review plans for technical compliance.
Case Manager/Support Coordinator	An individual assigned to a person receiving services who is responsible for monitoring the overall implementation of the ELP. <i>(Note - For individuals in Shared Living, the DDDS Case Manager shall serve as the Case Manager/Support Coordinator. For individuals in residential placements operated by contractors, the contracted agency Program Coordinator, Case Manager, or designee shall serve as the Case Manager/Support Coordinator. For individuals who live at Stockley Center, the Case Manager/Support Coordinator shall be a QMRP.)</i>
ELP Oversight & Curriculum Committee	A committee chaired by the Statewide ELP Coordinator and charged with the responsibility of reviewing/developing/revising the ELP User's Manual at least every six (6) months. They shall also be the central depository of questions and recommendations relative to the ELP.
Individual Plan of Protective Oversight & Safeguards (IPOPS)	A tool used to assess individuals' risk in community and home life as well as design safeguards and supports for identified risk areas. It is to be completed annually as part of the individual's Essential Lifestyle Plan.
Support Team Members	Residential and Day Services staff, Nursing, behavioral and Case Management staff, other staff providing services and support, friends and family/guardian of the consumer.

V. STANDARDS

- A. Each individual receiving residential services from the DDDS will be assisted to develop and implement an Essential Lifestyle Plan according to the guidelines established in the ELP User's Manual for Delaware and DDDS Policy and Procedure Manual.
- B. An ELP Personal Profile shall be completed for individuals who receive only day services from the DDDS. The Center Director shall be responsible for coordinating the initial and annual updates for this planning document.
- C. In the case of an emergency admission to residential services, the individual(s) will be assisted to develop an ELP within 30 days of their original admission date into residential services.
- D. A designated ELP Facilitator shall assist each individual to develop their person centered plan.
- E. The ELP facilitator shall, in cooperation with the individual receiving services and members of the support team, complete the appropriate risk assessment tools (i.e., IPOPS) to appropriately plan for safeguards and protective oversight.
- F. Essential Lifestyle Plans shall minimally reflect what people like and admire about the person (the individual's strengths or assets), what the person says he/she must have in his/her life (preferences), and specific support details needed to support the person in their life activities (needs, current learning plans and individual lifestyle choices), as well as a plan of action for ensuring that the implementation of the ELP is monitored.
- G. All applicable support team members shall be involved in the development of the ELP.
- H. Essential Lifestyle Plans shall be updated, minimally within 365 days of the previous Annual Conference.
- I. The person receiving services, with the ELP Facilitator, shall determine who attends the ELP meetings, when and where it shall be held. All support team members or their designee shall be requested to attend the Annual ELP meeting unless otherwise requested by the individual receiving services.
- J. Issues that the person does not wish to discuss at the Annual ELP Meeting, shall be discussed with appropriate team members and outlined in the final draft of the ELP.
- K. ALL members of the support team shall have input and shall review the Essential Lifestyle Plan prior to implementation. The Case Manager/Support Coordinator shall communicate changes/modifications to the ELP document to primary holders of the person centered plan (i.e., provider, day program, COR).

V. STANDARDS (continued)

- L. The initial ELP (including Signature Sheet, Annual Conference Summary and subsequent updates) shall be submitted to the Health Information Management Department (HIM) within 30 calendar days of the meeting.
- M. The ELP User's Manual for Delaware shall be the resource with the most current Division approved information relative to the development and implementation of ELP's. All staff and contractors shall comply with the guidelines set forth in this manual.
- M. The ELP Oversight and Curriculum committee shall be responsible for the development and revision of the ELP User's Manual for Delaware. This committee shall review (and revise as necessary) the ELP User's Manual, at least every six (6) months.
- N. Only one (1) version of the ELP shall be maintained at any given time. The working copy of the ELP shall be maintained in the COR for Community Services and Special Populations and in the Program Book at Stockley Center. The original ELP document is maintained by the H.I.M. Department.
- O. The H.I.M. Department shall track the date of the most current ELP and the date that such document was received by H.I.M.

VI. PROCEDURES:

<u>Responsibility</u>	<u>Action</u>
ELP Facilitator	<ol style="list-style-type: none"> 1. Conducts meeting with the person receiving services, and others who know and care about the person, in addition to those currently providing support services, to determine what is important to the person. 2. Assists the person receiving services to develop an Essential Lifestyle Plan, using information gathered from the person and others providing support according to guidelines as established in the ELP Users Manual for Delaware. 3. Assures that the ELP is reviewed as necessary.

VI. PROCEDURES (continued)

<p><i>For Individuals Moving into Community Residential Services or between Residential Settings</i></p> <p>Transferring Case Manager/Support Coordinator</p>	<p>4. Assures that the ELP is reviewed and developed with all members of the support team (both sending and receiving teams) prior to transfer to a new residential services setting.</p> <p>5. Conducts the Transfer Summary Conference with both sending and receiving support team members to review the ELP and address any issues prior to the person's transfer to a new residential services setting.</p>
<p>Receiving Case Manager/Support Coordinator</p>	<p>6. Attends the Transfer Summary Conference and reviews current support needs as listed in the ELP with the ELP Facilitator, the person receiving services, and other team members.</p> <p>7. Assures that arrangements for continuity of supports have been made as necessary prior to the person's date of transfer into a new residential services setting.</p> <p>8. Assures that support staff are familiarized with the ELP and the person's support needs prior to transfer to the new residential placement. Assures that the support staff sign the ELP signature sheet.</p> <p>9. Schedules and facilitates a 30-day post placement conference no later than 30 days following the person's transfer to a new residential services setting and updates the ELP to reflect any changes, or any new things learned about the person in the first 30 days post-transfer.</p> <p>10. Assures the updated ELP is placed in the person's record no more than 60 days following the transfer to residential services.</p> <p>11. Assures that the ELP is continually updated throughout the year by the person and/or support staff as the person learns new things, achieves goals, expresses new interests, and makes different lifestyle choices.</p>

VI. PROCEDURES (continued)

<p>Regional Program Director or Designee</p> <p>ELP Facilitator</p>	<p>12. Develops a master schedule of Annual Conference dates.</p> <p>13. Confirms the date of the scheduled Annual Conference with the person receiving services. Consideration shall be given to the person's verbally and non-verbally communicated preferences. Coordinates re-scheduling of the meeting with the Regional Program Director/designee, if applicable.</p> <p>14. Notifies all support team members of the scheduled date of the Annual Conference at least sixty (60) in advance of the meeting.</p> <p>15. Prepares an updated draft of the ELP and distributes it to all support team members at least 2 weeks (10 business days) prior to the Annual Conference.</p> <p>16. Assures that all applicable support team members have a chance to review the updated ELP, and have input into the ELP, prior to attending the meeting.</p>
<p>Support Team Members</p>	<p>17. For individuals requiring behavioral support plans, health plans, learning plans or as required by applicable standards/regulations, support team members provide updated information (assessments) to the Case Manager/Support Coordinator within 30-45 days prior to the date of the Annual Conference.</p>
<p>Support Coordinator</p>	<p>18. Assures that the input of the person, as well as the input of <u>all</u> support team members, is included in the annual draft of the ELP.</p> <p>19. Assures that all plans the person is currently working with, including day service plans, behavior support plans, health maintenance plans, etc. are either incorporated into the ELP, or are referenced in the ELP and attached as appropriate.</p> <p>20. Assures that the Action Plan of the ELP reflects:</p> <ul style="list-style-type: none"> • Services being provided and monitored, as well as lifestyle choices made by the individual across all settings. • Names of the person responsible for each item. • Reporting requirements for each individual responsible.

VI. PROCEDURES (continued)

	<ul style="list-style-type: none"> An explanation of the measurement of each outcome or service objective according to guidelines established in the ELP User's Manual for Delaware.
	<p>21. Completes the Annual ELP Conference documentation according to guidelines established in the ELP User's Manual for Delaware. Details relative to the use of respite services shall be documented accordingly on the Annual ELP Conference form. Files the ELP in the COR (for Community Services and Special Populations) or the Program Book (for Stockley Center) within 10 working days of the Annual Conference.</p> <p>22. Community Services Programs: Places a finalized copy of the annual ELP documents in the COR and forwards a copy to the day service provider and Shared Living Provider, if applicable.</p> <p>Stockley Center: Stockley Center shall place a final copy of the annual ELP documents in the program book.</p> <p>23. Submits original initial ELP documents and subsequent updates to the Health Information Management Department (HIM) within 30 calendar days (for Community Services and Special Populations) and within 12 working days (for Stockley Center) of the meeting.</p> <p>24. Generates the appropriate progress reports for each support team member (according to the ELP User's Manual for Delaware).</p>
H.I.M. Department	<p>25. Maintains a computerized tracking system to monitor the date of the most current ELP and the date that such document was received by H.I.M.</p> <p>26. Distributes monthly reports to the Executive Director of Stockley Center, Director of Community Services, Director of Special Populations and designated Community Services Managers.</p>
ELP Oversight and Curriculum Committee (chaired by the Statewide ELP Coordinator)	<p>27. Updates the ELP User's Manual as needed.</p> <p>28. Distributes updates to the ELP User's Manual to each contracted agency designee, Stockley Center designee, Quality Assurance Director, Director of Training and</p>

VI. PROCEDURES (continued)

	Professional Development, Community Services regional designees, Special Populations designee and the Director's Office.
Recipients of ELP Manual updates	29. Disseminates ELP Manual updates to area manual holders.

VII. REFERENCES

ELP User's Manual for Delaware

VIII. EXHIBITS

ELP Personal Profile

DELAWARE DIVISION OF DEVELOPMENTAL DISABILITIES
ELP Personal Profile

This document is meant to provide a clear, easy-to-understand picture of a person and their supports. Please complete each section about the person to the best of your knowledge.

NAME: _____

PERSON COMPLETING PROFILE: _____

OTHERS CONTRIBUTING INFORMATION: _____

COMPLETION DATE: _____

NOTE: This ELP PERSONAL PROFILE should be completed by anyone who knows the person and who has information about how the person wants to live or wants to be supported. This profile is especially useful for getting information from people who are unable to attend the annual meeting or otherwise meet with the facilitator.

Section 1: What people like and admire about _____

Section 2: Describe what is important to _____ in Day Services.

- A. Places that _____ likes to go:

- B. Activities/Hobbies that _____ enjoys doing:

- C. Work/Volunteering/Help that _____ enjoys doing:

- D. People that are important to _____ at the Center:

Section 3: Describe what is important for _____'s success on a job.

*Does _____ like his/her current job? _____

*Did _____ choose his/her job? _____

- A. Places that _____ would like to work:
[including business names and town/location]
- B. Hours/Days that would be most desirable:
- C. Working alone or in groups...does it matter?
- D. Types of work that _____ is interested in:
- E. Types of work that _____ dislikes:
- F. Things that _____ MUST HAVE that might affect work:

Section 4: Describe what is important to _____ at home.

- A. Places that _____ likes to go:
- B. Things that _____ enjoys doing:
 - 1. At home:
 - 2. While we are out:
- C. Chores/responsibilities, around the house, that _____ enjoys doing:

- D. People at home that are important to _____:
- E. Things that _____ really dislikes:
- F. _____'s HOPES and DREAMS:
- G. Important routines such as:
1. Morning
 2. During transition
 3. Coming home
 4. Holidays/Celebrations
 5. Other
- H. Things that can ruin _____'s day.
- I. Things that can make a great day for _____.
- J. Other things important to the person:

Section 5: Describe the best way(s) to help _____ learn.

(Use "Identifying a Person's Learning Style" to complete this section.)

Section 6: Things to try or learn

- A. Things they tried and enjoyed this past year:

- B. Ideas for this year:

Section 7: Communication: (**Must be completed if a person does not talk.**)

- A. How do you know _____ likes something?

- B. How do you know _____ dislikes something?

- C. Other important information regarding how _____ communicates:

- D. Other important information regarding how we communicate with _____.

E. Communication Table

In this situation:	When does this:	We think it means this:	You should do this:

Section 8: Progress and Significant Events of the past year:

Section 9: In Order to Support _____, we must:

A. During Meals:

1. At home:

2. When we are out:

B. Doing Chores around the house:

C. Helping in the bathroom:

- D. Medical/Health Related/Safety Supports:
(include medications and what assistance they need to take them)

- E. Supports for _____ when they get mad or upset:

- F. Special Devices/Assistive Technology:

- G. Helping _____ when we go out:

- H. Barriers that _____ faces and ways to support:

- I. Transportation Supports for _____:

- J. Supporting _____ with their appearance:

- k. Supporting _____ with their money

- L. Other supports that we need to know about:

Section 10: Issues to be resolved/concerns.

(List what doesn't make sense in the person's life right now.)

Section 11: Outcomes for the ELP Action Plan: