

Action Plan

Person Receiving Services: Fitz Bennet

Action Plan for: Home

Date: 9/17/2016

Desired Outcome: Fitz takes a vacation to the Grand Canyon this year with Trips Inc.

Measurable steps that will be taken to reach the desired outcome	Where will it happen	Who is responsible	How often or date due	Where to record	Notes
A: Contact Trips Inc. and support Fitz to fill out the paperwork needed to sign up for the trip.	Home	Fitz and Foster Providers	By 10/1/15	Progress Notes	Fitz and Foster Providers have gone through this process in the past, so they are familiar with how to do this.
B: Once Trips Inc is contacted, and the total cost of the trip is known, budget with Fitz and his rep payee to see how much he has and how much he will need to save before the payment due date.	Home	Fitz, Foster Provider, Rep-Payee	By 10/15/15, and monthly thereafter until trip occurs	Progress Notes	Include the amount of money Fitz will need for the items he will bring with him on the trip (e.g. specific clothing items he does not already own, like hiking boots and a rain jacket).
C: Help Fitz make a list of all the items he will need to bring with him on the trip. Trips will provide them with a list when he signs up.	Home	Fitz, Foster Providers	By 3/1/16	Progress Notes	Fitz and Foster Providers have a good idea of what things Fitz will need for the trip.
D: Support Fitz to buy all of the items he will need for the trip and help him pack all the things he will need.	Home and Community	Fitz, Foster Providers	By 5/1/16 or, at least by 1 week before the trip	Progress Notes	Fitz already has appropriate suitcases.