

ISP Meeting Agenda

Person's legal name: John Smith ISP meeting date: 08/30/2017

Preferred name: John

Based on conversation with the person supported, the team, and/or information gathered in the Person Centered Information Form ([SDS 4115](#)) and the needs assessment, record what John and/or team members want to talk about and note the action taken.

Consider the following:

- Celebrations and achievements from the previous year
- Review One Page Profile(s)
- Anything John wants to talk about at the meeting
- Assessed needs and how John wants to be supported
- Any supports John needs to more fully participate in planning his/her life, to understand his/her rights or to understand his/her ISP
- Anything that John wants support to work toward, change and/or learn
- What others believe is important for John to work toward, change and/or learn
- Any items from previous agendas that need to be discussed again
- Briefly review goals from the previous ISP. Were there any barriers that need to be addressed?
- Other items not yet addressed that the team needs to discuss

Discussion topic	Action taken/outcome, e.g., desired outcome, issue resolved (<i>note how it was resolved</i>), added to Safety Plan, etc.
Celebration: John has had an initial meeting with VR and says he's ready to work in an office. John also took another trip to Crater Lake National Park.	No action needed
John's created a One Page Profile with John at work (Vocational provider site), using the IntelliKeys keyboard.	John has the ISP One Page Profile for home, and another for work.
John goes to Hawaii at least once every year. He helps out a bit with budgeting for these trips, and even though his family helps out, he would rather pay for the trip himself. Staff thinks that John could be more involved with budgeting, knowing what it completely costs and how much he needs to save each month. This will help with a better idea of what it takes, and gain more money management skills.	<p>Goal related to saving for his trip.</p> <p>Staff will support John by showing him what the total cost for the trip is, what amount he will have of his own money after saving at the current rate he saves, and what the difference is that his family chips in.</p>

<p>John wants a job in an office. He needs a job in an environment that is supportive of him not being rushed or having people rush by him quickly without saying anything. He can answer a phone but cannot dial without an assistive technology as he is legally blind. He went to the School for the Blind for high school, and has many skills from that education.</p> <p>John knows that he cannot receive a blow to his chest. He wants a safe work environment, where this is not a big issues. It will be important that the people working with John on his employment goal know what works best for him so that he will be set up for success. He likes working with people who understand his communication, who aren't too loud or sarcastic, and who are willing to listen to him. John would like to start work in the mornings (no later than 10am, 7:30am is okay). He is a morning person and gets up around 6am daily. He makes his lunch for work each day, upon coming home from work. He will be on time and ready to work as long as transportation is reliable.</p> <p>John wanted to talk about his teeth. He is very proud of them because he takes really good care of them and sees the dentist regularly. John showed everyone his teeth. He has a great smile.</p>	<p>Goal for John to find a job. He is currently working with OVR\$ to find a job. Those supporting John, including his Services Coordinator, will help him communicate what his preferences are around employment, what his support needs are, and what works best for him.</p>
<p>It is really important for John to keep up his social life both at church and with his friends. He wants staff to continue to support him to call friends and help him with these connections by providing transportation and supporting him to cross streets when necessary, and other things as needed depending on the activity. John likes to be on time and to take part in social activities with his family and others.</p> <p>Sometimes he doesn't let staff or his family know in advance when he needs a ride somewhere. Then, he is very disappointed if he is late or misses out. Staff has encouraged John to take more responsibility for scheduling rides in advance, which he is working on. John also mentioned that he wants to have more time with Phil.</p>	<p>John will continue to be more proactive about asking for rides in advance. Staff will continue to encourage him to schedule rides in advance.</p> <p>Staff and others close to John will talk with John more about what he means when he says he wants more time with Phil and take action as John directs.</p>

<p>Protocols did not need updating but the Safety Plan was updated. The team decided that even though John's evaluation showed no signs of dysphagia or risk of aspiration, the protocols in place for this were still appropriate due to other health issues. These protocols are not interfering with anything important to him and the team feels they are keeping him safer. John excused himself at the end of his meeting and his SC and group home manager finished this conversation.</p>	<p>Staff will continue following all current and updated protocols</p>
<p>John was made aware of his rights; they were explained to him in a way he could clearly understand. He was also given a copy of his rights in written form. John was also given information on how to make complaints, who he can complain to, and how to request changes to his plan, services coordinator, living situation, etc.</p>	<p>No further action needed</p>
<p>It was brought up from Michelle that John could live in a downstairs apartment with his best friend Phil. John says he feels safe where he lives and would rather not talk about it at this time.</p>	<p>Services Coordinator (Carrie Jones) will follow up with John.</p>
<p>John always likes to have his ISP meetings at his mom's house. This year, due to scheduling conflicts, most of the team was not available on the same day as his mom. After talking to John about this scheduling conflict it was decided to have the meeting at his home. He wants the team to schedule meetings well in advance in the future to make sure they can all do it at his moms.</p>	<p>SC added information in Comments on the Acknowledgments page to show that John prefers to meet at his mom's for meetings and made a compromise this time, but would rather not have it happen at home in the future.</p>

At the end of the meeting, the SC/PA leads the team to review the finished ISP and support documents.

This form may contain your personal information. There is some risk someone could steal the information from you when you send this form by email. You may want to mail or fax it if you do not want to take the risk.

You can get this document in other languages, large print, braille or a format you prefer. Contact the Office of Developmental Disabilities Services (ODDS) at 503-945-5600. We accept all relay calls or you can dial 711.