ISP Discussion Record

# What is a Discussion Record?

A Discussion Record is an optional tool that ISP teams can use to record things they have discussed and the outcome of their discussion. When referenced within the ISP or when accompanied by an ISP Change Form, the Discussion Record serves as a part of the person’s ISP.

# When must a Discussion Record be used?

There are no requirements for use. The Discussion Record is an optional tool the team may use when it is helpful to record a conversation or various perspectives on any topic.

# **When might a Discussion Record be useful?**

This is an available tool that SC/PAs may find helpful when working with teams.

You may find adding a discussion record helps when more detail is needed to fully describe the decision-making process that took place. If an issue is brought up that warrants more team conversation, you could use a Discussion Record to further explain or elaborate on the issue.

# Why would we choose to use a Discussion Record?

Sometimes teams wrestle with complex issues. At the time of the discussion, the decision may seem clear, but when you reflect back later, sometimes it’s hard to recall all of the details. A Discussion Record provides the team the opportunity to record what brought this issue up in the first place, what perspectives were considered, what circumstances have been occurring or are concerning to the team, and what decision was reached.

If the team is struggling with how to move forward with an issue, using a discussion record may provide additional structure that helps them reach a conclusion or at least next steps.

Discussion records can help the team record the decision making process. This can include how the team supported the person through the decision making process. If there is a question about the person making an informed choice, recording the team’s process on a discussion record can be very helpful.

Having this level of documentation can make it easier to reflect back later when reviewers or others are asking questions about the ISP.

# What date do we record in the Date section of the Discussion Record?

Write the date that the discussion occurred. This may be different than the implementation date of the ISP. If the discussion occurred over several dates, it is recommended to write the final date that the decision was reached or that the conversation was concluded.

This date will be helpful when referencing the discussion record on other documents, such as the ISP Change Form and other areas within the ISP.

# What do we record in the Topic section of the Discussion Record?

Record a topic that describes the general discussion or decision-making process detailed in the Discussion Record. You can also record a number if most helpful. The “Topic” is used to reference back to, if needed. When referencing a discussion record, the topic of the discussion record, along with the date of the discussion record is used for others to locate the corresponding Discussion Record easily.

# How do we use the “Decision” section of the Discussion Record? What if there isn’t a decision?

If the team decides to use a Discussion Record, it is important not to leave any sections blank. If the team has not yet reached a conclusion on the topic, use the “Decision” section to describe where the conversation ended and what’s next.

# What is the purpose of the “Other areas of the ISP impacted by this decision” section of the Discussion Record?

This section provides space for teams to note when a discussion led to changes in the ISP or to other specific support documents. It is one way to ensure that changes agreed upon are clear and followed through with. In this way, the plan can be more effectively implemented.

For example:

*A Desired Outcome or Risk might need to be added to the ISP as an outcome of the discussion. In this case, you might write “added new Desired Employment Outcome” or “added risk of ‘Unsafe Social Behavior’ to the Risk Management Plan in the ISP.”*

When another area of the ISP is impacted by a decision that is recorded on a Discussion Record, it may be helpful to reference the discussion record (and its date) at the corresponding place within the ISP.

# How should we file Discussion Records?

Local organizations and agencies establish filing processes consistent with local policies and applicable administrative rule(s).

When a Discussion Record directly relates to an issue that is further addressed within the ISP, consider filing the completed discussion record in a way that allows easy cross-reference with the issue.

# Navigating team conversations

A skilled facilitator can help lead a team through difficult conversations or issues to make sure all perspectives are considered. They can provide structure to the conversation and help the team record their decision making process.

Here are some questions for each section of the Discussion Record that may help guide the discussion:

## Topic

* What brings the team together right now?
* What is going on?

## Discussion

* What is the person’s perspective about the issue?
* What is the guardian’s perspective?
* What is the family’s perspective?
* What is the perspective of others that are important to the person?
* What is the perspective of the provider(s) who support the person?
* What is the perspective of case management?
* What have we tried?
* What have we learned from things we’ve tried?
* What needs to be strengthened or improved?
* What needs to be avoided or stopped?

## Decision

* What has the team agreed to?
* What actions will we take next?
* When will we need to follow-up to see if things are working?
* Will people who support this person need any additional training to support this decision?
* Will provider(s) need to address this through any written implementation strategies?
* Does anything else in the ISP need to be updated to support this decision?
* Will any -Service Agreements, implementation strategies, or support documents need to be updated?
* Are there any disagreements with this decision? How and when will these disagreements be addressed or revisited?

## Other areas of the ISP impacted by this decision

* Does a Desired Outcome need to be created or modified?
* Does a risk need to be added or removed from the ISP?
* Will a Risk Management Strategy need to be adjusted?
* Are there other community resources or natural supports the person will take advantage of as a result of this decision?
* Does a Chosen Service need to be added, modified, or removed?
* Do providers need to change how they provide a service that the person has chosen?
* Do any provider support documents (e.g. protocols, safety plans, etc.) need to be modified or added in order to implement this decision?
* Do any questions on the ISP Acknowledgments page need to be revisited as a result of this conversation?