



OREGON ISP

Five Tips for ISP Meetings

ISP Meetings: Planning meetings and conversations that result in “the plan” or updates to your plan. These happen at least once a year and anytime a change is needed.

Tip #1: You choose what your meeting looks like.

Think about what helps you feel safe and comfortable during your meeting.

- **Where** would you like to meet? This could be your home, the office, a restaurant or coffee shop, a park, or anywhere else that works for you.
- **When** do you want to meet? Is there a time of day or day of the week that is better for thinking and planning?
- **Who** do you want to plan with? It is important that you feel safe and comfortable during your meeting. It can also be helpful to think about who you do not want to plan with. Remember, not every conversation has to happen at one meeting. You may want different people involved in different conversations.
- **What** else helps planning work for you? This might include having an agenda ahead of time, snacks at the meeting, plenty of breaks, fidgets, comfort items, or someone taking notes.

Your Services Coordinator or Personal Agent (SC/PA) will help you to coordinate this meeting. Let them know how you want your meeting to go.

Tip #2: You help decide what gets discussed.

Your ISP includes the things that matter to you, how you want to live a good life and how you want to be supported. Planning conversations will focus on these things. Let your SC/PA know what topics you want to cover during your meeting. Consider:

- What goals or dreams do you have? What's important to you right now?
- Think about how you are currently supported. What is working? What is not working? Do you want something to change?

- Is there anything you are not comfortable talking about during your meeting? Remember, you do not have to answer questions that make you uncomfortable. You can have discussions in private if you want.

Writing things down ahead of time helps many people plan. There are many tools for planning online, including Charting the LifeCourse Tools.

Tip #3: Take your time.

Not every decision needs to be made in one meeting. For some decisions, you may need more time to think or have conversations. While the ISP does need to be completed by a specific date, changes and updates can be made at any time.

Tell your SC/PA if you need more time to think, or if you need support to understand your choices. You can always ask to take a break or have the meeting at another time if you are feeling nervous or rushed.

Tip #4: Know what is in your plan

You have a right to understand your plan. It is the responsibility of your SC/PA to help with this. Let them know what support you need to understand the plan. This could be an alternate format, such as audio or easy to read. Let them know if something is not making sense. It is important to review and understand the plan before you sign it.

Tip #5: Don't wait a year if the plan is not working.

Planning is an ongoing process. When we try new things, we are always learning about what works and what does not work. Sometimes we meet our goals and want to make new ones. And it's okay to change your mind or find new interests you want to explore. If something about your plan or your supports is not working or could be improved, but sure to tell your SC/PA right away. The ISP can be updated at any time during the year.