Person-Centered Planning Form

Policy: 1112
Section: CFCS/PCS Person-Centered Planning

SD-CFCS/PCS
Community Services Bureau
Senior and Long-Term Care Division

Purpose

The Community First Choice Services (CFCS)/Personal Care Services (PCS) Person-Centered Planning (PCP) form (SLTC-200) records the member's strengths, goals, service needs, and preferences for care. It also includes important information for the PCS attendant, a backup plan, and information regarding the need for a personal emergency response system (PERS). This form documents that the PCP process was completed and followed.

Procedure

The Plan Facilitator (PF) is responsible for completing the PCP form. This form must be completed:

- when services begin,
- every year, and
- whenever the member's needs significantly change.

The PF must send pre-planning documents to the member. These are found in the CFCS/PCS Handbook and include:

- information on PCP,
- member's rights and responsibilities,
- PF responsibilities,
- An advocacy resource guide, and
- conflict resolution and grievance procedures.

The PF reviews this information with the member and answers any questions before completing the PCP form.

NOTE: The case manager PF should review the member's waiver service plan for relevant goals, preferences, or back-up plans. With the member's agreement, the PF may reference parts of the waiver plan in the PCP form. If this is done, copies of the referenced waiver documents must be attached to the PCP form and shared with both the member and the provider agency.

Form Guidelines

- No part of the form should be left blank.
- The information obtained from the member should be captured using a person-centered approach.

- Each section of the PCP form should reflect choices available through CFCS/PCS services.
- The pre-planning documents help guide conversations about the member's goals, strengths, and preferences — such as how and when they want services.
- The information written in each box should be meaningful to the member and clearly connected to why they want or need these services.

Strengths and Interests

The PF documents the member's skills, interests, and activities they enjoy, to include how others typically describe the member, highlighting personal strengths and positive traits. These strengths and interests should help inform discussions about meaningful goals and support the development of plans to achieve those goals.

Goals

The PF documents the goals the member would like to work on or achieve during the year. This includes the member's stated priorities, dreams, and plans, with goals reflecting what is most meaningful to them. Goals may be small or simple but should remain specific to the member. When the member intends to use CFCS community integration, at least one goal should incorporate the use of that service.

Services

The PF reviews the member's goals and documents how CFCS/PCS services may support progress toward those goals. Using the URC functional assessment and profile, the PF identifies the services the member may use and notes any additional assistance needed to help the member achieve the stated goals.

Personal Care Attendant Skill and Things to Know

The PF documents the skills the member would like their PCS attendant to have, along with the member's preferences related to service delivery. This includes information about daily routines, scheduling preferences, and other factors that may influence the member's comfort, well-being, or satisfaction with services.

Back-Up Plan

The PF documents the member's support network, including family, friends, and other services involved in their care. The member's back-up plan is outlined, detailing the steps to be taken if a worker does not arrive. The plan must address health and safety considerations.

PERS

The PF discusses this section with the member each time the PCP form is completed. All boxes must be marked. Prior to meeting with the member, the PF reviews the URC profile and marks "Yes" if PERS is authorized and "No" if it is not. If PERS is authorized, the PF reviews the related questions with the member and records their responses. If PERS is not authorized, all boxes are marked "No."

Intake/Acknowledgment

The PF reviews this section with the member and obtains initials for each item to indicate receipt and understanding of the pre-planning handbook. The PF ensures the member understands the materials before signing. This section is completed only for members who are new to CFCS/PCS.

Signatures and Dates

The PCP form must be signed by:

- the member (or their personal representative),
- the PF, and
- a representative from the CFCS/PCS provider agency.

Note: If the member has a case management team (nurse and social worker), either team member can sign as the PF.

Distribution

The PF must:

- complete the form,
- give copies to the member and the provider agency within 30 days, and
- keep a copy for their own records.
    - The provider agency must also keep a copy on file

References: 37.40.1005, 37.40.1114

Supersedes: SD/CFC/PAS 1112 (April 2017)