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7.0 SUPPORT PLANNING

- 7.1 A support plan must be completed for each individual who receives services through the DSP. The support plan identifies issues and needs. It states goals which build on strengths and resources, and outlines action steps and responsibility.
- 7.2 The Disability Support Worker and the individual and/or family should first decide who should be present at a support planning meeting and then the meeting should be set up by the Disability Support Worker. The Support Coordinator should be included (Refer to Section 2.3 and Section 6.0).
- 7.3 The Disability Support Worker and the individual or family, and anyone else who has been invited to attend the support planning session, will work together to develop a support plan which:
- a) identifies issues and/or client's needs;
 - b) identifies goals;
 - c) outlines an action plan to achieve the identified goals, including:
 - (i) delegating responsibility for each Action Step;
 - (ii) establishing time frames for each Action Step; and
 - (iii) forecasting outcomes such as step completion dates and goals reached.
- 7.4 Written notification of any decisions regarding the support plan will be made within 45 days of the support plan being developed. The support plan must be approved by the Disability Support Worker, or the supervisor if the Disability Support Worker does not have signing authority.
- 7.5 Copies of the support plan are distributed to all those involved in the support planning process in adherence to confidentiality procedures outlined in Section 3.0, *Confidentiality*.
- 7.6 Notice of rejection of funding is given in writing citing policy where possible, and outlining the *Review Process* (Refer to Section 17.0) which is available to all participants.