

The Basics of the Person-Centered Description



The person-centered description (PCD) is an exciting enhancement to IPMG's Person-Centered Plan (PCP), developed each year and utilized by IPMG professionals across the state of Indiana. This unique, person-centered process, developed by IPMG, enables all members of your team to more closely align their support with your unique needs and desires for the upcoming year.

This enhancement to your person-centered plan offers more involvement and input by the person receiving waiver services, and utilizes person-centered thinking as a base for all actions.

The result: a person-centered plan that more accurately reflects your desired outcomes for your life, with clear objectives for your support team. The following information provides you with the basics of the process, definitions you'll want to be familiar with, answers to questions you may have about IPMG's advances in person-centered planning, and how these enhancements benefit all people receiving an Autism, Developmental Disabilities, or Support Services Waiver in Indiana.

Why improve the process?

IPMG is wholly dedicated to making the needs, goals, and dreams of each waiver recipient paramount. In the past, the focus of your person-centered planning process was centered on the annual team meeting. Too often, the form and natural constraints of the annual team meeting hindered the waiver recipient's ability or comfort to speak openly about their dreams, aspirations, and preferences. Additionally, no measurable results of the person-centered planning process were readily available to ensure progress for each person toward their dreams and goals.

With the development of the person-centered description (PCD) through the use of person-centered thinking, the benefits of the new process are many:

- ❖ The new process is centered around the person receiving waiver services, rather than the annual meeting.
- ❖ The structure of the new process makes it easier for individuals receiving waiver services to express the things that are most important to them (such as their hopes and dreams for the coming year) and those aspects of their life that are important for their well-being (such as health and safety needs).
- ❖ The new process encourages your support team to take a fresh look at your dreams, needs, and hopes.
- ❖ The team is empowered to develop a defined, measurable, and timely plan of action to support your expressed needs, hopes, and dreams.
- ❖ The opportunities to improve your life increase as the team focuses more clearly on your individual life goals, rather than the objectives of the annual meeting.

Ensuring the annual team meeting is focused on your hopes and needs—rather than objectives that satisfy the requirements of a meeting—is critical to ensuring that every Indiana waiver recipient is assisted with meeting their needs, achieving their dreams, and thriving in the community. The use of person-centered thinking by your IPMG team is the core to the enhancements that benefit Indiana's waiver recipients.

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What is person-centered thinking?

The foundation of IPMG's enhancements to your person-centered plan is person-centered thinking. Person-centered thinking is the process of evaluating and validating not only what is important to a waiver recipient (such as hopes, life goals, and dreams), but also what is important for that person (such as health and safety needs). The concept, developed by internationally recognized expert Michael Smull, requires everyone to 'look and listen' differently in order to understand the real goals, dreams, and needs of Indiana's waiver recipients, such as yourself.

Utilizing person-centered thinking, the new process draws out your real desires and needs, directly from you and/or your guardian, and then encapsulates those items into the person-centered description (PCD) within your person-centered plan (PCP).

When will the PCD be developed and how will it be used?

Each waiver recipient's person-centered description (PCD) is developed during the five months prior to your annual team meeting. (*See below for more information on this important process.*) Once developed, your person-centered description (PCD) is included in your person-centered plan (PCP). Your PCD is used during your annual team meeting to develop your individual support plan (ISP).

Will the new PCD affect my waiver allocation?

No. Your waiver allocation is determined by the Division of Disability and Rehabilitative Services (DDRS), a department of Indiana's Family and Social Services Administration, who administers the Medicaid waiver program. The PCD enhancements to your PCP do not affect your waiver allocation determination. The PCD and the PCP are tools available to you and used by your IPMG team and your chosen providers to ensure the waiver allocation you receive is used for those things that you deem important to you and important for you.

What changes can I expect and when?

The first time you'll notice changes is about five months before your annual team meeting occurs. (The annual team meeting occurs three months prior to the anniversary date of your Cost Comparison Budget (CCB).) This annual assessment, also known as your "annual," is a collaborative

effort that provides a fresh review of the personal goals, needs, and dreams you have set for your life each year. With the help of your IPMG team, the service providers you have chosen, and your family and/or guardian, this process offers an opportunity for you to ensure your waiver and support plan are in line with your life goals and needs.

In order to provide these enhancements to the person-centered plan, a few changes in the structure of this process have been made:

Your IPMG Case Manager will facilitate your annual meeting

Previously, while your case manager was present at your annual team meeting, your IPMG Annual Assessment Specialist (AAS) was responsible for facilitating the meeting. (*See below for more information on the IPMG Annual Assessment Specialist.*)

While the AAS is responsible for a number of steps prior to the actual team meeting, including collecting and compiling information, your IPMG Case Manager is responsible for facilitating the meeting itself—based on information collected by your AAS. This ensures your case manager can collaborate with your other support team members, and is there to advocate for you should challenges arise.

The AAS provides a fresh perspective on your input and that of those you select to contribute. Additionally, the efforts of the AAS ensure your case manager is constantly dedicated to your daily progress and case management needs, but is still involved in the annual overview of your success.

An IPMG Annual Assessment Specialist collects information, on your behalf, for your PCD

The IPMG Annual Assessment Specialist (AAS) who works with you and your support team has been specially trained to maximize this annual process on your behalf. In addition to the quarterly meetings and your case manager's on-going advocacy efforts, the annual assessment specialist oversees the annual process for you.

During the two months prior to your annual team meeting, your AAS conducts a number of facilitated conversations with you (the waiver recipient), your case manager, and others that the individual receiving waiver services feels are closest and understand the goals and needs he or she has for their life. From this information and the goals, needs, hopes, and dreams you share with your AAS, your life goals

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for the upcoming year are developed. These life goals are the heart of your person-centered description (PCD).

After the information is collected and compiled into the PCD, your annual assessment specialist will meet with your IPMG Case Manager and review the information in preparation for the annual team meeting. Your IPMG Case Manager will provide you, your family/guardian, and your other team members with a copy of your person-centered description (PCD). This allows for a review period prior to meeting with your support team at the annual team meeting.

When you receive your PCD and other documentation supplied by your IPMG Case Manager, it is your responsibility to review the information for clarity and correctness. A careful review will ensure that your life goals, personal needs, and dreams have been clearly and correctly recorded.

The purpose of your annual meeting is to develop a plan of support for your life goals

The purpose of the annual meeting is for you and your team to determine how they will assist you with achieving the personal goals and needs that you have outlined and are captured in your PCD, and to determine how your waiver will be applied to the services and providers you choose for the upcoming year. The decisions and determinations made during this meeting are then recorded within your individual support plan (ISP).

Your IPMG Case Manager and your selected service providers will work with you to determine a plan that meets the needs you have outlined, as well as move you closer to your hopes and dreams.

The annual meeting is the time for the support team to create and develop the steps and support that move each waiver recipient closer to those dreams—not the time to determine the dreams themselves. The enhancements to the process ensure the integrity of those personal objectives.

What is the outcome of the annual assessment and the annual team meeting?

The outcome of the annual assessment and the annual team meeting includes the following:

- 1) The development of your person-centered description (PCD), which focuses on your needs, life goals, personal aspirations, and interests.
- 2) An updated individual support plan (ISP) that outlines the efforts of your support team, including your IPMG team and your selected service provider organizations, for the next 12 months.
- 3) An updated person-centered plan (PCP) that includes your PCD and your ISP.
- 4) A copy of each of these documents for your reference.

If my goals and needs have changed in the past year, can I tell how those changes may affect the use of my allocation before the team meeting?

One hundred days prior to your annual meeting, the Division of Disability and Rehabilitative Services (DDRS) will distribute your annual allocation amount. The allocation information will be distributed simultaneously to you and all of your team members, including your IPMG Case Manager, an IPMG Annual Assessment Specialist, and your selected providers. (Actual arrival date will depend upon distribution method, such as mail, email, etc.)

Once received, your IPMG Case Manager can help you consider different allocation options by utilizing the DDRS's online Interactive Budgeting Tool. This online interactive planning tool enables waiver recipients and their families or guardians to consider the variety of choices and options available for their waiver and the impact of those choices upon their waiver allocation. The interactive budget tool can be accessed online at <https://ddrsprovider.fssa.in.gov/BDDS/Utilities/CustomerBudgetList.aspx>.

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What can a waiver recipient (and/or his or her guardian) do to prepare for the annual assessment and the annual team meeting?

IPMG and the State of Indiana are dedicated to providing each waiver recipient and his or her guardian with the information they need in order to make the best choice for each Consumer's life and allocation. Here are a few things you can do to ensure you are getting the most out of your waiver allocation and your annual team meeting:

Consider your needs, hopes, dreams, and goals

Take time to think about what areas of your life are important for you, such as health and safety, as well as what things are important to you. These things may include hobbies, volunteer time, employment opportunities, travel, living changes, or personal goals. Be prepared to share these items with your AAS.

Once your AAS has contacted you to begin the annual assessment, take time to meet with him or her as soon as possible

Your AAS will speak with a number of individuals, including yourself and your IPMG Case Manager, during the months prior to the annual team meeting. Setting and keeping your appointments with your AAS ensures the development of your PCD and your annual team meeting are not delayed. An IPMG Annual Assessment Specialist will contact you when your annual assessment is to begin.

Consider those you would like involved in the development of your PCD

In order to develop your person-centered description (PCD), the first priority for the AAS is to understand your personal hopes, needs, goals, and dreams. In addition to input from you and your IPMG Case Manager, your AAS will contact up to three other individuals you indicate have a close relationship with you. These are typically individuals who interact with you regularly and understand the vision you have for your life.

As the waiver recipient (or the guardian of a waiver recipient), you choose whom you wish to be involved in the development of your PCD, including who should be contacted for input by the IPMG AAS and who may attend your annual team meeting. Input from those whom the waiver recipient has selected will be included in the development of that person's PCD.

For the annual team meeting, in addition to their support team and their IPMG Case Manager (who facilitates the meeting), many waiver recipients choose to have a family member or a close friend attend the team meeting with them. The choice is yours!

Evaluate the services you have selected, any changes you may want to make, and the affect of those choices upon your waiver

In addition to reviewing the person-centered description (PCD) you receive from your IPMG Case Manager prior to the meeting, waiver recipients and their families can prepare for the annual team meeting by considering the services that are currently utilized and how those services are meeting the waiver recipient's needs, hopes, and personal goals. One tool available to every waiver recipient is DDRS's online Interactive Budgeting Tool. This interactive online tool (*detailed earlier in this document*) enables the waiver recipient and his or her family/guardian to consider the affects of specific service selections upon the waiver allocation amount.

What tools are available for understanding the PCD enhancements?

In addition to the information presented here, IPMG has a number of resources available to Consumers and their families or guardians.

IPMG's Website

IPMG's website, www.gotoipmg.com, is a rich resource of information for Hoosiers with developmental disabilities. Designed specifically for IPMG Consumers, this website provides articles, resources, events, and news that directly affect your waiver.

IPMG's E-zine, possibilities

IPMG produces *possibilities*, a news magazine for individuals with developmental disabilities. Each issue provides insightful commentary on issues of importance to Indiana's waiver recipients. Consumer profiles, education and enrichment articles, and more can be found in each issue of this free e-zine. To view the current and archived issues, visit www.gotoipmg.com and click on the 'possibilities' link on the left.

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Your IPMG Team

IPMG is dedicated to providing information about the PCD, PCP, and annual assessment directly to Hoosier waiver recipients. Your IPMG team, including an AAS and your IPMG Case Manager, is a terrific source of knowledge. These case management professionals are trained to provide the resources and information you need to make the choices and decisions that impact your life.

IPMG's Powerful Parents and Consumers Network

Each month, Hoosier waiver recipients and their families or guardians meet around the state to discuss specific issues, challenges, and their solutions at Powerful Parents and Consumers Network chapters. Sponsored by IPMG and run by IPMG district leadership and interested Consumers/family members, these meetings provide up-to-date information and important resources that empower waiver recipients and their families. Topics include discussions on the PCD, the person-centered planning process, the annual

assessment, OASIS and budget allocations, community resources, and more. Meetings are open to anyone with a developmental disability and their family/guardian, and are a great opportunity to get to know IPMG case management leadership and other individuals in your area. For more information, ask your IPMG Case Manager or visit IPMG's website at www.gotoipmg.com/pp-welcome.php for details on upcoming meetings and locations/times, or contact Rich Wherry, IPMG Powerful Parents and Consumer Network Liaison, at r.wherry@gotoipmg.com or (866) 672-IPMG (4764), ext. 257.