

Tool VI-B
Personal Support Planning (PSP) Meeting, Implementation and
Monitoring/Revision Person-Directed Planning (PDP) Monitoring Tool

Date of Monitoring:

Person Served:

Home:

Personal Support Plan (PSP) Meeting Date:

Qualified Intellectual Disability Professional (QIDP):

Question/Probe:	Yes	No	Comments: For each No, QC documents what is missing and the date when the issue was discussed with QIDP.
Was the PSP held within 365 days? Did the QIDP, psychologist, residential coordinator, medical staff (physician, RN, LVN) and other identified staff attend?	<input type="checkbox"/>	<input type="checkbox"/>	
Were discrepancies and disagreements that occurred during the meeting discussed, resolved and documented on Form 6619, General Discussion Record?	<input type="checkbox"/>	<input type="checkbox"/>	
Was Form 6620, Living Option Discussion Record, completed accurately?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the Human Rights Assessment completed accurately?	<input type="checkbox"/>	<input type="checkbox"/>	
Were action plans developed based on all discussions, recommendations and information shared? Do they meet the required ICF/IID programming need areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the action plans measurable, meaningful and representative of the programming and services needed to support the person, and do they document our commitment to helping the person resolve situations and enhance their life?	<input type="checkbox"/>	<input type="checkbox"/>	
Were programs implemented within five days and was the finalized PSP filed in the record per facility procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Were CARE forms, consents and Human Rights Committee referrals routed per facility time lines?	<input type="checkbox"/>	<input type="checkbox"/>	
Were PSP addendums completed accurately if needed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does this QIDP have sufficient knowledge in the PDP process?	<input type="checkbox"/>	<input type="checkbox"/>	