



# Person-Centered Planning

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UPCAP is required to complete a Plan of Care for each individual enrolled in either the Care Management Program or the MI Choice Waiver Program. Embedded in the care planning process is the commitment to cultivate and promote an environment of diversity, equity and inclusion, where all participants are supported and treated with dignity and respect. UPCAP is prepared and committed to provide the necessary tools, services and resources to accommodate all participants, working to overcome any barriers, so that your unique Plan of Care can be fulfilled. Your Supports Coordinator has been trained and is required to utilize the principles and practices of Person-Centered Planning when developing your plan of care. This is achieved by talking to you and involving you in the planning of what services you want and need and who will provide those services. You also have the option to choose a more in-depth Person-Centered Planning process when developing your plan of care. Below is a detailed description of this process.

## What is Person-Centered Planning?

Person-centered planning is about recognizing the great diversity amongst our participants, including race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, or dialect. It is about promoting an inclusive and supportive environment to help enhance your personal strengths, uniqueness and well-being.

Person-centered planning is a way of talking about and planning your future. It is about what you can do, not what you can't do. It is about building connections with others and being involved with your family, friends, and community.

Person-centered planning is about your choices. These choices include where to live, how to spend your time, how you build and maintain relationships, and how to become more involved in your community.

Everyone has different likes and dislikes, different talents, skills and abilities, and different goals and dreams. You have gifts and unique ways in which you can contribute to the community. The person-centered planning process helps you discover and pursue your goals and dreams.

In the person-centered planning process, you choose the people you want to involve in your planning. You can choose your family members, friends, paid caregivers, community members or anyone important in your life.

It is your choice. It is important to involve those you care about you and are invested in your future. They can help you explore your options, make choices for the future and find ways to solve problems. Think of them as your allies in the process.

You will have the chance to ask questions and have the options and choices clearly explained and thoroughly discussed. If you need help understanding something or communicating your thoughts, let your allies know. Together, you can find out the best way for you to participate in the discussions. Let your allies know if you want the chance to try an option before making a decision.

You have the right to make all of your decisions unless a court has appointed a legal guardian or conservator for you. Even if you have a guardian or conservator, you can still participate in the person-centered planning and make decisions that your guardian or conservator has not been given authority to make.

The planning process is not a single meeting. You may have a meeting every year or more often if needed. You can call a person-centered planning meeting anytime.

## **What is a Person-Centered Service Plan?**

The person-centered planning process is also the way that you determine the type of services and supports that you need. This plan is called your Person-Centered Service Plan or Plan of Care. The purpose of the plan is to help you be as independent and self-sufficient as possible and build ways for you to participate in your community. The plan may include informal supports that your family and friends provide, services and supports from other community or government programs, and the UPCAP's Care Management or MI Choice Waiver program.

The plan is for you and includes your vision for what you would like it to be and do. The plan focuses not just on activities, but on results. It provides you with opportunities to find and pursue activities that will help you connect with your community in one or more of the following ways:

- Having friends or building relationships
- Being involved in meaningful activities and/or a paid job
- Participating in your community
- Gaining respect or having a valued role that expresses your gifts and talents
- Making choices that are important to you

The plan must balance health and welfare issues with your right to make your own choices. Sometimes, your choices cannot be honored because they pose a risk to your health and welfare. However, these decisions are made as part of the planning process in which you and your allies talk about the issues. Often the discussion leads to better alternatives that both meet your needs and satisfy your dreams and goals.

MI Choice Waiver participants, in developing the plan, may want to consider arrangements that supports self-determination. In these arrangements, you can choose to have control over the funding authorized for your plan and/or you can directly choose and manage the people or agencies that provide your services and supports. For more information about arrangements that support self-determination, ask your Supports Coordinator for more information.

## **Getting Started**

You request services and supports through the person-centered planning process from your UPCAP Supports Coordinator.

You and your Supports Coordinator will set a day and time for your person-centered planning meeting. You can choose who you want to invite to participate in the meeting. You have a right to choose anyone that you want. If you have a guardian, he or she has the right to be involved.

Your Supports Coordinator must be involved in the person-centered planning meeting; however, you may choose to involve an independent facilitator to help you direct the meeting.

An independent facilitator is a person you choose to support you and lead the person-centered planning process. An independent facilitator may be a family member, friend, or an advocate that a friend, provider or Supports Coordinator recommends. Who you choose is up to you.

Some people find that it is helpful to have a person involved outside of the Waiver agency who does not make decisions about the funding or services and supports authorized. Others like the assistance in arranging the details of the meeting. Or you may want help in leading the meeting. An independent facilitator can do one or all of these things.

Before a person-centered planning meeting, you and your Supports Coordinator or independent facilitator holds a pre-planning meeting. In pre-planning, you should think about and choose:

- Your dreams, goals, desires, and topics you want to talk about at the meeting?
- Topics you do not want to talk about at the meeting?
- Who among your friends, family members, professional providers, staff, and fellow community members you want to invite to participate in the person-centered planning meeting?
- Where and when the meeting will be held?
- Who will lead the meeting and discussion? You may want to lead the discussion yourself, you may want your Supports Coordinator to facilitate the meeting or you may want to select an independent facilitator to lead the discussion
- Who will record what happens at the meeting?

## **Things to Talk about at the Person-Centered Planning Meeting**

- What are your goals and dreams for the future?
- Who do you want to spend time with?
- What are some things that you would like to learn?
- What new things would you like to do?
- What are some great things others should know about you?
- What help and assistance do you need?
- What things could get in the way of your dreams and goals?
- What job are you interested in?
- What do you like to do in your free time?
- Potential services or supports wanted or needed.
- Services available from UPCAP. These services may include Medicaid-covered services or service through alternative funding sources. Each Person-Centered Service Plan must contain the date the service is to begin, the specified scope, duration, intensity of each service, and who will provide the service.
- Your health and welfare needs. Your health and welfare may require that you develop a contingency or back up plan as part of your person-centered planning process. These issues must be addressed and resolved in the person-centered planning process, balancing your preferences with the requirement that your health and welfare are maintained.

## Checklist for your Person-Centered Planning Meeting

- I invite people important to me to come to my meeting
- I decide who will run my meeting
- I choose what I want to talk about at my meeting
- I choose what I do not want to talk about at my meeting
- I choose the time and location for my meeting that is convenient for everyone to attend
- My wants and needs will be included in my individual plan of service and supports
- I am ultimately responsible for the choices I make

## What will your Person-Centered Planning Meeting Be Like?

In the meeting you and your allies will talk about your dreams, goals and desires, and develop your plan. The meeting may begin with everyone introducing themselves and sharing why they are at your meeting.

You will share your hopes, dreams and desires for the future. The others at the meeting will also share their dreams about your life. Everyone will get to know you better and help you with developing a plan for you.

You will also talk about what may get in the way of your plans. It may be a physical or mental health issue, a skill that you want or need to learn, or a type of assistance or support that you need.

After all of the issues are discussed, you and your allies work together to determine what services and supports you need to implement your goals and dreams and who can help you achieve your goals and dreams. These include the paid supports that will be included in your Person-Centered Service Plan and the unpaid or informal supports such as the help that your friends, family members or other allies provide you.

If you are unhappy with your Person-Centered Service Plan be sure to let your Supports Coordinator know. You have the right to start the person-centered planning process over or to appeal any decisions made by others regarding your services.

The person-centered planning process is the way for you to find and get the life you want. It's about you, your needs, and your choices.