

7.2 PERSONAL SERVICE PLANNING

Overview

The Burnaby Association for Community Inclusion is responsible for coordinating the Personal Service Planning Meeting. The 'PSP' occurs on an annual basis and is created in collaboration with a person's network, which may include family, friends, support staff, the funder, and professional supports.

BACI has a contractual obligation to work in partnership with the funder in order to complete Personal Service Plans. It is also bound by a commitment to the people we serve to provide high quality support. To this end, BACI has designed a process that articulates the multiple aspects of Personal Service Planning and describes who is responsible to initiate and complete them.

Policy

The Burnaby Association for Community Inclusion will make sure that the youth and adults served will have a Personal Service Planning meeting each year. The planning will be based on the practices and values of person-centred planning and person-centred thinking. BACI will use the Personal Service Planning Process as its main tool for planning. If the person and/or their support network request a different person-centred planning tool be used for their planning meeting, BACI will do its best to accommodate that request.

The Personal Service Planning Process

Information Gathering – BACI to complete 'Guidelines for Planning'

The Personal Service Plan – BACI, Appropriate Funders, Friends or Family participate in the meeting; BACI is responsible for documenting the PSP

Creating the Service Response Plan – BACI to complete in collaboration with other professionals

Implementation – Responsibilities as outlined in the PSP

Monitoring and Review – BACI along with the person's support network will review and monitor the PSP

Burnaby Association for Community Inclusion - Roles and Responsibilities

Information Gathering

When BACI initiates Personal Service Planning, it is the Association's responsibility to gather relevant information to bring to, and share at the Personal Service Planning Meeting.

Employees will follow BACI's 'Guidelines for Planning'.

Service Response Planning

The Personal Service Planning Meeting will result in a number of short and long-term goals. It is the responsibility of BACI employees to create action plans, known as Service Response Plans in order to address each of the goals for which the Association is responsible. The creation of the Service Response Plans is a collaborative process and could include the person, family, friends, and other professionals. Employees will follow the 'Guidelines for Service Response Planning'.

Implementation

Once Service Response Plans have been created, it is BACI's responsibility to ensure that these plans are implemented.

Monitoring and Review

BACI, along with the person's support network and funder, will share the responsibility of reviewing, monitoring, and updating the Personal Service Plan.