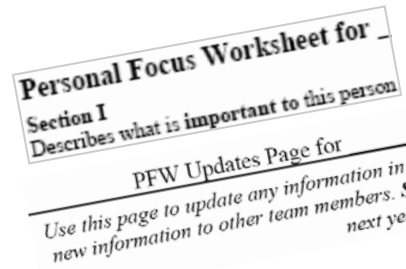


Making Changes in Oregon's ISP Process

Personal Focus Worksheet



PFW Updates Page may be used for:

- Recording new learning from staff
- The person's supports change
- Creating the next years PFW

REMEMBER:

No changes are made to the PFW after the ISP meeting has occurred.

Updates may be recorded on the **PFW Updates Page** throughout the ISP year.

Original Updates Page(s) stay with the provider.

When needed, take action and communicate information with ISP team.

Risk Tracking Record

Risk Tracking Record		
Indicators related to this person's risk of Aspiration/Choking		
Questions	Yes	No
Has this person been identified to be at risk for Aspiration/Choking by a Pathologist, or Occupational Therapist?	<input type="checkbox"/>	<input type="checkbox"/>

The RTR must be kept current throughout the year.

Make changes when:

- a new risk has been identified
- the status of an existing risk has changed

Make necessary changes by either adding a new page or editing the existing page. Any pages removed from the RTR must be archived.

- The **RTR Updates** boxes on the cover sheet are used to document when changes occur.
- Cover sheet and Additional RTR Updates page are archived annually at Pre-Meeting.

ISP and Support Documents

Make changes to the ISP when:

- A new risk is added
- Support Documents need to change (update the support document date on the Risks Page of ISP)
- Action Plans need to be added or changes needs to occur on a current Action Plan (task target date is changed)
- Making any other change to ISP

Make changes to Support Documents when:

- Supports change
- New supports are needed

CHANGE FORM	
Person receiving services: _____	Date of change: _____
Indicate which document(s) you are changing, adding, or discontinuing:	
<input type="checkbox"/> Individual Support Plan	<input type="checkbox"/> Safety Plan
<input type="checkbox"/> Financial Plan	<input type="checkbox"/> Protocol, title:
Reason for Change	List Specific Change(s)

Use a Change Form when changes are made to the:

- Individual Support Plan
- Support Documents

Be sure to:

- Follow the team's approval process as indicated on the ISP Signature Page. (see ISP manual page #111)
- Record reason for change, list specific change, and where the change is documented.
- Indicate on the **Change Form Approval Page** how each team member gave approval.
- Keep the Change Form with the ISP.

Originals:

- Change Forms and ISP pages are retained by CDDP Services Coordinator or Children's ODDS Residential Specialist.
- Support Documents are kept by initiating provider.

A Change Form is not needed after adding data to the Notes Section of an Action Plan.

