

16.18 Development of Individual Programming

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that a participant's individual program plan be carefully prepared and coordinated with input from the participant and all other parties involved. (Refer to Policy 1.07, *Policy on Input from Persons Served*.)

Procedure:

Following the intake procedure, the assigned Career Services staff member will review participant referral information, vocational evaluation recommendations, intake information as well as the referring counselor's expected results. The Career Services staff member will also review with the participant his/her desired outcome and expectations.

An Individual Plan (IP) is written by the assigned Career Services staff and developed to address goals for desired outcomes based upon the participant's strengths, abilities, needs and preferences.

Individual Plans will include a process for regular updates.

Plans for each service provided will include:

- Specific service needs.
- Goals and objectives to address the person's strengths, abilities, needs and preferences.
- Anticipated time frames for the accomplishment of the participants specified goals and objectives.
- Measures to assess the outcome of the objectives.
- The person(s) responsible for implementing the individualized plan.

The participant's plan should:

- Focus on the integration and inclusion of the person served into the community, family and/or other support system.
- Be reviewed periodically for continuing relevance to the goal of integration and inclusion.

When changes are made in the participant's individual plan, there should be evidence that such changes were made with full knowledge of the person served.

Individual plans should be written and communicated in a manner understandable to the person served and to the individuals who are responsible for implementing the plan.

Individual plans for persons served should be:

- Regularly assessed.
- Modified as the desired outcome and expectations change.
- Communicated to the referral source.