



Staff Planning Guide

General Guidelines:

- The Staff Planning Guide is a part of the person-centered planning process and does NOT by itself determine level of care or the amount, scope, or duration of services.
- The Staff Planning Guide is always to be completed in person with the Individual as well as their legal guardian/personal representative, and a representative of the residential provider. All people should be permitted to have input.
- All areas identified in this guide must be incorporated into the goals and objectives in the Individual Plan of Service.
- All questions in the guide are to be reviewed.
- Remember: Choosing not to complete a task does not mean that the individual is not able to perform the task.

Date of Completion: _____

Name: _____ Case Number: _____ DOB: _____

Insurance: _____

Habilitation Supports Waiver (HSW or HAB): Yes or No

Guardian's Name: _____ Relationship: _____

Primary Provider Agency: _____ Case Manager: _____

Residential Provider (if applicable): _____

Currently on an AOT: _____ If yes, expiration date of the order: _____

On an active NGRI contract: _____ If yes, end date of the contract: _____

Currently attends a day program/vocational program:
If yes, Provider Name: _____ How many days per week: _____

Currently enrolled in school:
If yes, Name of school: _____ If yes, Expected date of completion: _____

Behavioral Health and Physical Health Diagnoses:

Current Medications:

Section A: Activities of Daily Living

Personal Care Activities Hands on physical assistance for individuals that are not able to perform the task independently	None	2 hours	1 hour	30 minutes	15 minutes	Days per week support is needed	Multiply minutes of support by days per week
Eating — Food must be chopped/pureed; Use of assistive device when eating; Requires staff physical assistance during a meal to avoid choking.							
Toileting — Requires staff assistance on/off the toilet; Staff must assist in changing/disposing of pad/diaper; Requires staff physical assistance with cleansing after elimination.							
Bathing — Requires staff physical assistance with getting in and out of the tub, regulating water temperature, and/or cleansing body/hair.							
Hygiene/Grooming — Requires staff physical assistance with shaving, combing hair, brushing teeth, and/or gum/denture care.							
Dressing — Requires staff physical assistance with dressing/undressing, choosing appropriate clothing, and/or fastening/unfastening buttons and zippers.							
Transferring — Requires staff physical assistance with moving from lying to sitting or sitting to standing positions, chair to wheelchair, or bed to chair.							
Ambulation — Requires staff physical assistance with walking, utilizing a walker, or wheelchair.							
Taking Medications — Staff must administer medications							

Describe the impact on the individual's daily functioning:

Section B: Home and Community Living

Community Living Supports Activities Teaching, training, or guiding the individual in the completion of the task	None	2 hours	1 hour	30 minutes	15 minutes	Days per week support is needed	Multiply minutes of support by days per week
Meal Preparation — Assemble ingredients for a recipe, follow cooking instructions, prepare meals, operate kitchen appliances safely, use proper kitchen hygiene.							
Laundry — Gather and sort laundry, utilize and measure detergent, operate washing machine and dryer controls, fold and put away laundry.							
Household Chores — Clean bathroom, change bedding, clean kitchen, dust furniture, sweep/vacuum/wash floors, take out garbage.							
Shopping — Plan a menu and create a grocery list, assist with shopping for food and supplies.							
Budgeting — Purchase personal items, compare cost of items, maintain a bank account, pay bills on time, understand the use of a debit card.							
Medical Needs — Able to monitor medical diagnosis with daily care needs such as diabetes, seizure disorder, sleep apnea; identify when symptoms increase and tell staff/natural supports; take medications as prescribed.							
Coordinating Appointments - Schedules and attends medical and psychiatric appointments.							
Socialization/Communication — Initiate activities with peers; spend time with natural supports; participate in leisure and community activities; appropriate socialization with peers and staff; build social relationships.							
Home Safety — Identifies/Avoids potential household dangers; demonstrates universal precautions; responds to weather emergencies; understands the use of 911.							
Community Safety — Displays safety skills when crossing the street; safely navigates public transportation; appropriate and safe interactions with strangers in public.							

Describe the impact on the individual’s daily functioning:

Section C: Maladaptive Behaviors

Currently receiving Behavioral Treatment Services:

If yes, Provider Name: _____

Currently has restrictions approved through BTPRC:

If yes, Date of next scheduled BTPRC review:

If yes, Describe the approved restrictions:

Maladaptive Behaviors	Date of Last Occurrence	Describe the Impact on Individual's Daily Functioning and the Necessary Staff Interventions
Verbal/Emotional Outbursts — Outside of what is age appropriate; Have a duration and/or frequency that would exceed the socially acceptable and/or appropriate response to a circumstance		
Physical Aggression – Intentional acts perpetrated against others of which the purpose is to cause bodily harm		
Property Destruction - Intentional acts perpetrated against objects/structures of which the purpose is to damage/destroy		
Self-Injury — Intentional acts perpetrated against self that has the potential to cause bodily harm		
Pica — The ingestion or attempted ingestion of non-food items		
Food or Beverage Seeking — Continuous attempts to eat/drink with the potential to become life threatening. Ex. Polydipsia, Prader Willi		
Suicide Attempts – Continuous and purposeful actions aimed at ending one's life		
Sexual Aggression — Intentional acts perpetrated against others that disregard the other person's body autonomy		
Sexually Inappropriate — Unwelcome intentional verbalizations to others that are sexual in nature and continue regardless of redirection		
Eloping — Intentionally leaving a premises without a destination for the purpose of escaping		
Wandering — Unintentionally leaving a premises without a destination and without the ability to independently return		
Stealing — Continuously and intentionally taking items from others regardless of redirection and/or consequence		
Fire Setting — Intentional acts of igniting items and/or structures regardless of redirection and/or consequence		
Other (describe):		

Section D: Medical Complexity

Medical Support Needs	4 hours	2 hours	1 hour	30 minutes	15 minutes	Days per week	Multiply minutes of support by days per week
Feeding - Tube feeding; aspiration procedures							
Elimination – Catheterization; colostomy							
Medication – When administered through port/tube							
Mobility – Wheelchair; assistive devices							
Lifting/Transferring - Hoyer lift; one/two-person lift							
Ostomy – The cleaning/maintenance of an ostomy							
Inhalation Therapy - Oxygen, C-Pap							
Skin Care - Wound care; chronic ulcers							
Positioning - Head positioning; pressure sores							
Other (describe):							

Describe the required staff assistance/interventions and the impact on the individual’s daily functioning: