

Individual Program Plan and Resident Care Plan

“What’s a guardian to do?”

The goal for today is...

- ...to review 10 important steps one should address for the program/care plan.
- ...be introduced to a 3 page check list for documentation purposes.
- ...to review a contact form for documentation purposes
- ...to review “Limitations of Guardianship.”

I. Getting the most for your ward at an Individual Program/Care Plan staffing

During this session the emphasis is on what to look for and who to ask as to how the “plan” meets the needs and is carried out as agreed.

To start, there are ten (10) important actions and assessments one must address.

1. Review client's facility chart prior to staffing

- Right to review and ask questions.
- Give yourself enough time.
- Key areas include medical, social, diet, and behavior.
- May be necessary to broaden scope of review depending on what is found.

2. Check the record for notices

- Check for proper notice especially in the case of injuries, medication changes, or compliance issues.
- Provide a list of when to be contacted if notice seems to be an issue.

3. Check for informed consent

- If you find that a medication was changed, a surgical procedure provided, or a behavior plan was changed and you were neither notified nor given consent there is a problem!
- Is this an unusual incident or chronic?
- Talk immediately with the program director or director of nursing and determine if a hotline call to make a complaint is warranted.

4. Check with the business office

- Go over the entries to the personal funds account.
- Do you have questions? Receipts?
- Make sure to document.

5. Ward present at staffing?

- Right to attend and participate in plan.
- Does program/care plan leader address ward directly?
- Did your ward get a chance to speak or communicate in any way?

6. Listen carefully to staff review

- Key in on progress, behavior issues, clothing needs, diet, and other as stated by the various disciplines.
- Ask questions to clarify issues.

7. Plan changes

- Depending on whether changes are for medications, for behavior, or social is consent requested?
- Does information given support any change?
- A plan that meets your ward's needs is only **achieved through negotiation and advocacy.**

8. Respect

- Do the staff respect your ward's input?
- Was there a feeling of cooperation and interest in accomplishing goals?
- Were the staff engaged or did the conference seemed rushed?

9. Updated plan

- At the end of planning session, did you sign off on updated plan?
- Are goals and objectives measurable?
- Request updated plan be mailed to you.

10. Thanks

- Staff's time is important and essential.
- Let them know how you feel and think about their services...give thanks and praise!
- Cooperation helps the ward.

II. Individual Program Plan(IPP) and Resident Care Plan

- Criteria checklist available on IGA website at www.illinoisguardianship.org. Click on Guardian Manual and then scroll to IPP.
- Nine (9) general categories are included in the “What to ask” column. May not apply to every type of disability.
- Included on the checklist is a “Follow-up needed” column.
- Criteria appeared in January 2015 edition of *Guardian Manual* authored by Mary Davidson, Illinois Office of State Guardian representative.

Medical

- Assessments and lab results...are they within normal range?
- Swallowing issues.
- Seizures and medications.
- Do Not Resuscitate Orders.

Behavioral

- Rule out causes for behavior issues by reviewing medical issues.
- Are any lab reports out of normal ranges?
- Regular bowel movements? Urinary tract infections? Pain can cause behavior incidents.
- May need to ask for behavior analyst and pharmacist for consult.

Program

- Goals should address work and increase independent living skills such as eating, showering, and dressing.
- Community integration for access to community activities/likes/dislikes need to be addressed.
- If in a nursing facility, the program goals will vary but still should meet needs.

Financial

- Money management issues.
- Access to spending and saving.
- Financial statements.

Workshop/Employment

- If appropriate or possible?
- Ability to choose where to work.
- Job satisfaction.

Personal Goals

- Dreams and goals.
- Ability to determine items to purchase.
- Travel.
- Type of work wanting to do is a major discussion point.

Basic Needs

- Hygiene.
- Appropriate and clean clothing.
- Skin issues may require repositioning.
- Wheelchair maintenance and cleaning.
- Glasses, dentures, hearing aids.
- Facility appearance and meals.

Legal

- Reports to court.
- Scope of guardianship required.
- Possible restoration of rights.

Family

- Policies for visits at home by family.
- What type of information do you want as guardian?
- Visitation restrictions.
- Advanced Directives-burial, cremation, prepaid burials and organ donation.

III. Contact Form

- Form for visit is found on IGA website at www.illinoisguardianship.org
- Click on Guardian Manual and scroll down to Contact Form.
- Need for documentation that can be helpful in submitting annual report to the court.

IV. Limitations of Guardianship

- This section was authored by Margaret Tyne, Attorney for Illinois Office of State Guardian.
- Civil liberties and right of privacy.
- Disabled person should make as many decisions as possible.

“Guardians can’t do Everything”

- Cannot change ward’s behavior.
- Cannot force medication.
- Cannot force to stay at a facility.
- Cannot sign a voluntary admission if ward does not agree.
- Guardian needs court approval for electric convulsive therapy.
- Guardian may consent to withholding treatment under the Health Care Surrogate Act.

“Guardians can’t do Everything” Regarding Civil Liberties

- Stop a marriage.
- Filing a divorce for ward.
- Sterilization and abortion.
- Birth control and sexual activity.
- Parental rights.
- Voting.
- Driving..
- Right to communicate.
- Guardian’s authority is limited as directed by court.