

KIPBS PCP Checklist/Locator Sheet: Scoring Criteria

1. Ensuring Consumer Involvement

The planning is coordinated by person under consideration or their designated individual.

Score Description	Value	Criteria
In Place	2	The plan obviously presents information describing how and when the consumer or their representative participated in the planning and implementation of the PCP process.
Partially in Place	1	The plan indicates the consumer or their guardian were involved in the planning or implementation of the PCP, but it is not clear how or when.
Not in Place	0	There is no information on how or when the consumer or their guardian participated in the planning and implementation of the PCP process.

The planning is undertaken with the involvement of the person's circle of support.

Score Description	Value	Criteria
In Place	2	The plan obviously presents information describing how and when the circle of support participated in the planning and implementation of the PCP process.
Partially in Place	1	The plan indicates the circle of support was involved in the planning or implementation of the PCP, but it is not clear how or when.
Not in Place	0	There is no information on how or when the circle of support participated in the planning and implementation of the PCP process.

The plan is approved in writing by the person or their designee.

Score Description	Value	Criteria
In Place	2	The plan is approved in writing by the consumer or their designee.
Partially in Place	1	There appears to be a signature on the document, but It is unclear if the plan has been approved based upon this signature.
Not in Place	0	There is no signature of the consumer or their designee.

2. Understanding Consumer Preferences

The plan contains a description of the individual's preferred lifestyle, including: type of living setting; with whom the consumer wants to live; what work or other valued activity the person wants to do; with whom the person wants to socialize; and in what social, leisure, religious or other activities the consumer wants to participate.

Evaluate each of these items according to the following scales:

Score Description	Value	Criteria
In Place	2	The person's preferences are clearly identified along with a description of the information or data used to determine preferences.
Partially in Place	1	The person's preferences are identified but perhaps not clearly, or the information or data used to determine the preferences is not clear.
Not in Place	0	The person's preferences are not identified.

3. Ensuring Opportunities for Choice

The plan describes how opportunities for choice will be provided, including:

- o Permitting the person to indicate preferences among choices using preferred means of communication.

Score Description	Value	Criteria
In Place	2	The person's preferred means of communication is identified, and it is clear in the plan that the consumer will continue to be offered opportunities using their preferred means of communication to indicate their preferences.
Partially in Place	1	The plan may specify that the person will be offered opportunities to choose using their preferred means of communication but it is unclear how these opportunities will be provided OR the person's preferred means of communication is not clearly identified.
Not in Place	0	Neither the person's preferred means of communication nor opportunities for choice are identified.

- o Providing necessary support and training to allow the person to be able to indicate their preferences.

Score Description	Value	Criteria
In Place	2	The necessary supports and training that are needed to allow the person to indicate their preferences are clearly identified and provided.
Partially in Place	1	The necessary supports and training are either unclear, or it is not clear if they are provided regularly.
Not in Place	0	The necessary supports and training are not provided.

- o Assisting the person in understanding the negative consequences of choices and any risks associated with choices.

Score Description	Value	Criteria
In Place	2	The person is clearly assisted in understanding the negative consequences of choices and any risks associated with choices
Partially in Place	1	It is unclear if the person is assisted in understanding the negative consequences of choices and any risks associated with choices

Not in Place	0	The person is clearly NOT assisted in understanding the negative consequences of choices and any risks associated with choices
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4. Connecting Actions to Preferred Lifestyles

The plan describes the necessary services needed to assist the person to achieve their preferred lifestyle, including:

- activities,
- training,
- materials,
- equipment, and
- assistive technology.

Evaluate each of these items according to the following scales:

Score Description	Value	Criteria
In Place	2	The necessary services needed to assist the person to achieve their preferred lifestyle are clearly identified for the area.
Partially in Place	1	The necessary services needed to assist the person to achieve their preferred lifestyle for the area are unclear or only partially described.
Not in Place	0	The necessary services needed to assist the person to achieve their preferred lifestyle are NOT identified for the area

Describes (when necessary) any limitations in the plan due to imminent danger to the person’s health, safety, or welfare based on an assessment of the following:

- The person’s history of decision-making.
- The possible short and long term consequences of a poor decision.
- The possible short and long term consequences of a provider limiting the choices of the person.
- The safeguards available to protect the person’s safety and rights in each context of choices.

Evaluate each of these items according to the following scales:

Score Description	Value	Criteria
In Place	2	If necessary due to danger to the person’s health, safety, or welfare, the issue is clearly addressed regarding limitations in the current plan.
Partially in Place	1	The issue is not clearly addressed regarding limitations in the current plan, OR it is unclear if it is necessary to address limitations due to danger to the person’s health, safety, or welfare.
Not in Place	0	The plan does not address its own limitations due to danger to the person’s health, safety, or welfare AND it does not address the need to do so.

The plan prioritizes and structures the delivery of services toward the goal of achieving the person’s preferred lifestyle.

Score Description	Value	Criteria
In Place	2	The plan clearly establishes priorities among services, and structures their delivery with the goal of assist them in achieving the person’s preferred lifestyle.
Partially in Place	1	The plan describes services that are intended to assist the person with the goal of achieving their preferred lifestyle, but does not clearly prioritize AND structure the services.
Not in Place	0	The plan DOES NOT establish priorities among services, and structure their delivery with the goal of assist the person in achieving their preferred lifestyle.

The plan contributes to the continuous movement of the person towards the achievement of the preferred lifestyle.

Score Description	Value	Criteria
In Place	2	It is clearly evident that the services and supports are intended to, or in fact do, contribute to the continuous movement of the person towards the achievement of the preferred lifestyle.
Partially in Place	1	There is some evidence that the services and supports are intended to, or in fact do, contribute to the continuous movement of the person towards the achievement of the preferred lifestyle.
Not in Place	0	There is NO evidence that the services and supports are intended to, or in fact do, contribute to the continuous movement of the person towards the achievement of the preferred lifestyle.

5. Continuous Evaluation of the Plan

Is reviewed regularly and revised taking into account the following:

- Changes in the person’s preferred lifestyle.
- Achievement of goals or skills outlined in the plan.
- Any determination that any service or support is unresponsive.

Evaluate each of these items according to the following scales:

Score Description	Value	Criteria
In Place	2	There is clear evidence that the item will be or has been regularly reviewed
Partially in Place	1	There is some evidence that the item will be or has been regularly reviewed
Not in Place	0	There is NO evidence that the item will be or has been regularly reviewed