

What is a Service Plan/ Agreement?

- ☞ The Service Plan is a personalized, ongoing process to plan, develop, review and evaluate an individual's services.
- ☞ It consists of periodic and ongoing discussions and meetings.
- ☞ These meetings will include the individual and other people involved in their life.
- ☞ The support coordinator facilitates the meeting, and
- ☞ The individual's interests, achievements, goals and abilities will be a major consideration in developing the plan.

Any Other Questions?

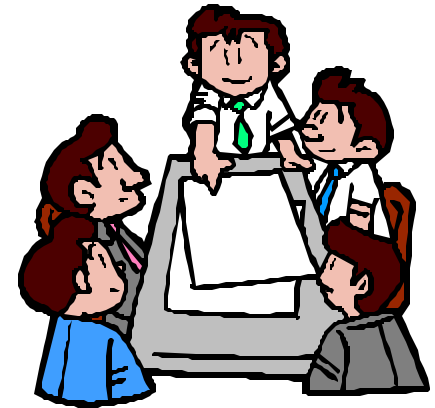


Where Do I Go From Here?

If you have any questions that were not covered here, feel free to call your Support Coordinator at Region 10.

Again, it is important to remember, this is YOUR meeting. Make it work for you.

Region 10 Community Support Services, Inc.
Presents . . .



Everything You've
Always Wanted to
Know About
Service Plans &
Agreements

(But Were Afraid to Ask!)

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What Does a Service Plan / Agreement Meeting Mean For Me?

The important thing to remember is that this is **YOUR** planning meeting. The state regulations require that an annual planning meeting be held, but you control who will be attending this meeting and where it will be held. You are a major player in determining what your (or your child's) plan will look like. This is your opportunity to let everyone know what you expect from the agency providing your services.



What is the responsibility of your support coordinator?

In accordance with the state standards, it is the responsibility of the service coordinator to coordinate the service planning process. The service coordinator is also responsible for:

- ☞ Facilitating the meeting
- ☞ Insuring that the individual's participation in the meeting is maximized
- ☞ Explaining to the individual their rights, and what the planning process entails
- ☞ Getting information from the individual regarding personal preferences, goals and needs that will be the focus of their planning meeting
- ☞ Following the meeting, the service coordinator must prepare a written service agreement that includes:
 - × a personal profile and
 - × describes the services to be provided,
 - × the goals and objectives,
 - × the methods for achieving them,
 - × and who will be responsible.
 - × It should also state any services that are needed, but are not currently available.
- ☞ Sending a copy of the service agreement to the individual or guardian.

What is Your (or your guardian's) role?

It is important to know that you or your guardian can determine:

- ☞ The number and length of meetings
- ☞ The location and time of meetings (your meeting can be held at a place that makes you feel comfortable, like your home, the house of a friend, a restaurant, just to name a few options.)
- ☞ Who will participate in the meeting and
- ☞ What you and your team will discuss.



Some of the things you might want to think about before your meeting are "what support would you need to improve your community involvement, or a relationship with a friend or relative," or "what are some short or long term goals or dreams you would like your team to help you achieve.

"DARE TO DREAM & DREAM BIG!"

It is important to note that if people who play a significant role in your life have not been invited to (or are unable to attend) the meeting, the service coordinator needs to contact these people before the meeting to get any input they may have, so that it can be considered at the meeting.