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Developmental Disabilities Institute

The University Affiliated Program of Michigan



OCT 24 1997

Tara Barenok
Governor's Planning Council on Developmental Disabilities
658 Cedar Street
300 Centennial Office Building
St. Paul, MN 55155

October 20, 1997

Dear Tara:

Enclosed is a copy of our policy analysis checklist. Organizations that have used this instrument report that policies are typically neutral on the indicators. This is important since many practitioners are concerned that policies present barriers to person centered planning processes. In addition, several organizations have used this instrument as a guide, referring to the indicators as they develop revised policies.

I hope that this is useful to your work. Please let me know if you decide to include this in your document (you are most welcome to...) . This will allow us to track the dissemination of the document.

I look forward to hearing from you in the future. Thanks again to you and your colleagues - we routinely use and cherish your materials. My direct telephone number is 313-577-7981 and my e-mail address is kwolf-branigin@wayne.edu.

Sincerely,

Karen Wolf-Branigin
Associate Director for Community Support

Policy Analysis Checklist

The purpose of this **checklist** is to assist organizations in analyzing policies in relation to person centered planning indicators. Organizations can use this checklist by:

- reviewing policies that guide *assessment services*
- selecting policies that guide *individual service planning services*
- reviewing each policy to determine if the policy **reinforces**, is **neutral** or presents a **barrier** to the implementation of person centered planning practices.

Organizations are encouraged to establish a policy analysis review team that includes people with disabilities, family members, agency administrators and agency staff affected by the policy. A review team with this membership can assist in viewing the policy from a variety of perspectives.

Policy Number _____ Policy Date _____

Policy Title _____

Review Date _____

Reviewers _____

Person centered planning indicator	Reinforces	Neutral	Barrier	Comments
1. Individuals identified by the person are welcome to attend and participate in planning meetings				
2. Family members identified by the person are welcome to attend and participate in planning meetings				
3. Unrelated, unpaid friends are welcome to attend and participate in planning meetings				
4. Participation of specific professionals are not required at planning meetings				
5. Copies of any written clinical assessments are obtained by the person prior to the planning meeting				
6. Information from clinical assessments are used only as supplemental information				
7. The meeting agenda is established by the person prior to the planning meeting				
8. The meeting time is selected by the person prior to the planning meeting				

Person centered planning indicator	Reinforces	Neutral	Barrier	Comments
9. The meeting location is selected by the person prior to the planning meeting				
10. If the person chooses to use a facilitator, the facilitator is selected by the person prior to the planning meeting				
11. Specific goals, objectives, services are not required to be included in the resulting individual service plan				
12. The planning meeting environment and atmosphere demonstrates:				
• listening to the person				
• respecting the person				
• respecting the person's values				
• respecting the person's opinions				
• sharing power and ownership				
• focusing on skills, not deficits				
• focusing on accommodations				
• offering non-judgmental comments				
• flexibility				
• preparedness				
• creativity				
• collaboration				
13. The person or his/her designee receives a copy of his/her individual service plan if one is produced				
14. The person or his/her designee fully understands how to use the grievance process if they are not:				
• satisfied with the planning process				
• satisfied with the outcomes of the planning process				