WELCOME!

Self-Directed Advocacy Network of Maryland, Inc.

- Meeting will be recorded and closed captioning is enabled (automatic).

- Future Meetings
  - 4/27 Supporting Participants through the Budget Process
  - 5/18 Nursing Support Services and the HRST in Self Direction
  - 6/15 Memberships: Recent Happenings
  - 7/20 Teaching Tasks to People with Disabilities
  - August: No Meeting

If you haven't already, please join our mailing list by visiting Signup To Our email List | Self-Directed Advocacy Network Of Maryland (marylandsds.org)

SDAN is forming a Future Planning/Sustainability Subcommittee. If you are interested in participating, please contact us at info@marylandsds.org

Please keep yourself muted. Questions/comments can be added in the chat, please and thank you!

WHAT HAS SDAN BEEN UP TO?

- Bill Update

- SpARC Grant | DSP Portal- Encourage DSP involvement in survey!

- NCAPPS Learning Collaborative

- THANK YOU!

- Introduction to Sarah Hollen
  - Support Broker Forum

Photo Description: Electronic tally sign located in the Maryland House of Delegates chamber displaying votes received for HB1020: 130 Yea; 0 Nay.

Photo Credit: House Floor Session, 3/21/2022 #2 - YouTube
Minute 16:26: Bill introduced minute 15:52.

MEMBERSHIP MEETING:
THE PCP PROCESS

A process that is directed by the person who receives the support.

Purpose
To assist the focus person in gaining control over their own life.
To recognize individual desires, interests, and dreams.
Through team effort, develop a plan to turn dreams into reality.

CHECK IT OUT!

Self-Directed Services: A Handbook for People with Developmental Disabilities Who Are Interested in Directing their DDA Services in Maryland

Additional resources listed at throughout and at the end of the presentation.

TEAM DEVELOPMENT

- Freely chosen and led by the person (and a representative if chosen)

- Can include family members, legal guardians, friends, caregivers, support brokers and others the person or his/her representative wishes to include.

- Planning ALWAYS involves the people receiving services/supports to the maximum extent possible, even if the person has a legal representative.

- Additional information on team roles and responsibilities available on pages 8-11 in the DDA SDS Handbook referenced on slide 3. Additional Resources for Team Development: 5 Competency Domains for Staff , Donut and Take Change! Self Determination Success Stories

Recommended
PCP PLANNING TIMELINE

according to Self-Directed Services: A Handbook for People with Developmental Disabilities Who Are Interested in Directing their DDA Services in Maryland
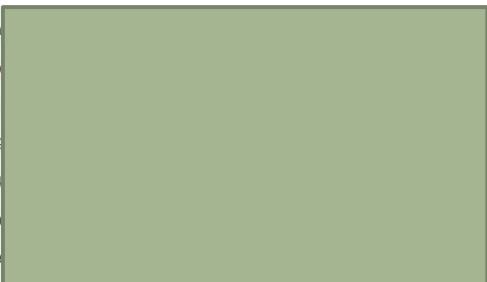
Determine your Annual Implementation Date (your CCS can provide if you are unsure).

- The following steps are to be completed in advance of this date.

120 (biz or calendar?) Days in Advance

- Schedule Meeting to ensure availability of all team members
- Draft of PCP and Budget to Begin
- Budget—more info to come 4/27

60-90 Days in Advance

Official Planning Team Meeting Occurs

30-60 Days in Advance

- Final Revisions to be made by CCS
- Team Review of Final Document
- Document Agreement complete with signatures

20 Days in Advance

PCP and Budget due to DDA!

Determine your Annual Implementation Date
(AID)

Person Centered Plan Cover Sheet indicating where AID is located

120 Business Days in Advance

Schedule Meeting to ensure availability of all team members

- **Where**: Which setting you'd be most comfortable

- **When** (aside from DDA timelines) would you prefer the meeting after work to avoid scheduling a day off? On a Tuesday because your favorite staff will be working?

- **What** you are comfortable discussing (you have the control over what is shared and with who!) Your CCS will be asking about employment, communication, education, day to day, community, health, housing and financial.

- **Who** you want to be there

- Ground Rules for meeting

  - Examples: Keeps things positive, Take turns talking, Respect everyone's right to choose not to talk, Listen to one another, and ask questions only to clarify, Be respectful of each other's ideas and information , Support one another, End the meeting with a positive summary of what you talked about.

OUTCOME DEVELOPMENT

Identifies services to support the person's desired Outcomes, to include frequency and scope.

PERSONAL OUTCOME MEASURES® FACTORS & INDICATORS

(pages 94-106)

Outcome Resource for Direct Support Professionals

Outcome Measures Diagram

PLAN DEVELOPMENT

Development of Draft of PCP and Budget to Begin!

Exploration and Discovery for Development of the Person-Centered Plan Questions can be found on pages 15-24 of the PCP Guide from DDA: PCP Guide 7-24-2018 FINAL.pdf (maryland.gov)

Other resources to assist with plan development:

INFORMATION GATHERING FOR PLANNING(pages 14-83)

Self-Directed Services: A Handbook for People with Developi
Services in Maryland

Expectations Matter: My Life, My Choice, My Plan

Tool Kit – Templates & Examples for PCP Development

Focus Areas Diagram

60-90 Business Days in Advance

Official Planning Team Meeting Occurs

Annual Meeting- Each year, your team will be tasked with updating your plan to reflect your current wants, needs and goals which results in several meetings leading to the development of your final annual plan.

Sunny's Story: What can I participant expect during a planning meeting?

Tips from Fellow SDS Peers:

- "I like to make my own choices. My staff gives me choices throughout the day. Do I want to wear shorts or long pants? Do I want to sit in the front or the backseat? Do I want to have grilled cheese or peanut butter and jelly? My preferences do matter. [They note these preferences and help advocate during my annual plan meeting]" –G.S.

- "I like to review the draft and not only highlight what I want to discuss but edit it in advance so we can be sure the information is as up to date as possible" – C.S.

HRST Reviewers should coordinate or complete the HRST as part of the pre-planning process. HRST must be completed within 90 days of the Annual Plan date.

Behavioral Plan (as applicable) must be current, (i.e., completed and approved within the last 12 months), reviewed, and updated.
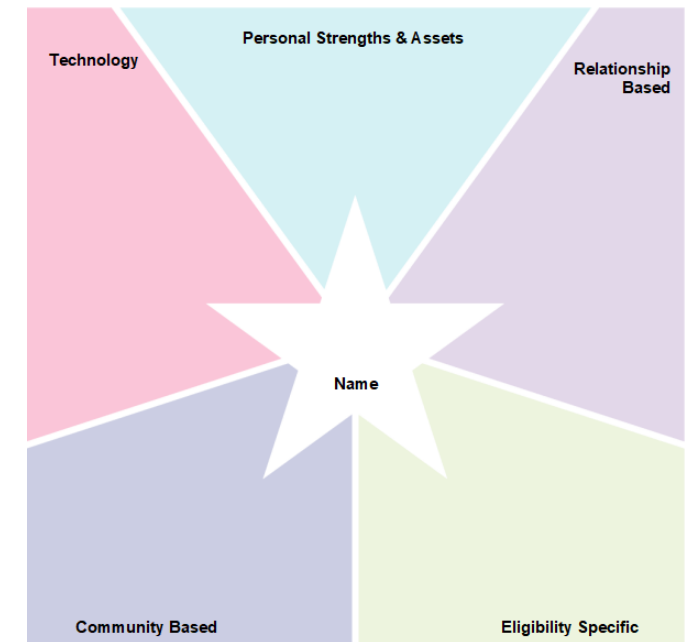
Support Star Diagram

30-60 Business Days in Advance

- Final Revisions to be made by CCS

- Team Review of Final Document

- Document Agreement complete with signatures

Person Centered Plan Signature Document

20 Business Days in Advance

PCP and Budget due to DDA!

Participants should follow up regularly with their CCS to determine the status of their PCP as this is critical information that is not readily available to participants.

Plan Status:

In Progress- CCS is currently still in development of plan.

Pending Regional Review- CCS has submitted PCP and it is awaiting DDA review. The regional office must review the PCP and budgets within 20 business days of receipt and reply with a clarification request (for changes, documentation, additional information, etc.) or Approval.

Approved- Once the plan has been approved, the fiscal dept within DDA must review and provide to the FMS. When approval is received, the team should begin to contact vendors (nursing, behavior, etc.) to notify them and ensure there are prepared to provide services when necessary.

Denied- If you are notified that your plan was denied, this usually means only a portion was not approved, therefore, the plan needs to be revised accordingly and resubmitted or an appeal may be processed. Denied usually means some portion of the plan needs revision or the appeal process may be started (learn more information on how to Appeal a denial HERE.

HOW TO INVOLVE THE PARTICIPANT

- **Observation**- Observe people's body language including excitement, anxiety, frowning, smiling, withdrawing, shutting down, lighting up, and then reflect that "feeling" back to them: Are you sad? Are you excited? Are you thinking about something fun?

- **Visual cues** and tools can be used when talking about topics, such as sharing pictures of food while discussing dinner or having photos of places when deciding somewhere that people might like to go. Pictures should be simple and clear. Using professional advertising icons that are created by expert designers can be useful, as they are recognizable and help us associate imagery with places, things, or concepts.

- **Photos** of others the person lives, works, or spends time with can be helpful in interactions and discussions by asking questions. Picture albums will assist you in discussing interests, activities, and more, as they will encourage people to talk about the fun times they experienced. You can also use cookbooks with a lot of pictures to prompt people to talk about their favorite food, which is something that most everybody likes to talk about!

- **Gestures** and natural signs can accompany verbal communication, as they help people visualize what you are saying. Encourage them to use these signs too.

- **Video recordings** can by used by filming activities and then talking about it – if the person isn't too shy or self-conscious for this approach. For others who are a bit of a "ham," even using a microphone might encourage them to speak more.

- **Preference testing** can encourage communication. In this method you present two items in the same 'category' - Then pay attention for a reaction such as a look, a head nod, a pointed finger, and acknowledge that choice. After a while you can try three objects in the same category.

- **Expect the unexpected** and get ready to be surprised when people communicate in new ways. Have high expectations for people and be prepared to be quiet, patient, and to listen with all your senses.

- **Objects** can be used to learn about topics.

- **Location** by facilitating the meeting in a familiar or preferred setting allows the person to use other non-verbal communication techniques such as pointing to communicate preferences.

- **Augmentative Alternate Communication (AAC)** may be helpful. You can try different forms of AAC such as simple pictures, flash cards, or electronic devices with buttons that says things like "Yes" and "No" when pushed. The CQL POST App: A screening tool that provides a snapshot view of a person's quality of life

- **Have fun!**

Resources to Assist with PCP Development

- Webinars – The Council on Quality and Leadership (c-q-l.org)

- "Listening" When People Communicate Without Words - The Council on Quality and Leadership (c-q-l.org)

- Developmental Disability Administration PCP (md-council.org) DDA - PCP Development and Authorization - Revised Feb 11 2022 Final.docx (maryland.gov)

- Pages - Recommended Websites (maryland.gov)

- The Voices of Parents: Post–High School Expectations, Priorities, and Concerns

- Expectations Matter | Maryland Developmental Disabilities Council

- Know Your Rights (with pictures)

- 5 Competency Domains for Staff

- Culturally Sensitive Collaboration within Person-Centered Planning