

# Service Planning Reflection

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Think about service planning in your state.

**Tip:**

Ask your supervisor if you have any questions.

- 1. Who conducts the participant's assessment? Does the assessment instrument capture a participant's goals, preferences, needs and risks?**
- 2. What types of risks are commonly identified during an assessment? Does your state define risk factors in any way? Are there established protocols for addressing any of those risks?**
- 3. Who develops the service plan? Is there a standard form or protocol for developing the service plan?**
- 4. Is there a form or process for documenting a participant's back-up plan? What must be addressed in your back-up plan? Is there a process for documenting all the responsible parties and documenting whether they are informed of and accept these responsibilities?**
- 5. Does your agency provide case management services and direct care services? If so, what are your agency's policies regarding conflict of interest?**

**6. How are participants informed of choice of provider?**

**7. Do you have a resource directory that is provided to participants?**

**8. How are participants informed of choice between HCBS waiver and institutional services?**