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| **MONTCALM CARE NETWORK****611 North State Street, Stanton, MI 48888** |
| SUBJECT: Person/Family Centered Planning (PFCP) | Section: 8119 |
| Effective Date: May 27, 1997 | Revised Date: April 23, 2016 |

Montcalm Care Network shall ensure that each consumer is given the opportunity to participate in a person/family centered planning (PFCP) process for the purpose of developing a written individual or family plan of service.

1. Consumers are informed of their rights to Person/Family Centered Planning (PFCP).
2. Individuals are given the option of independent facilitation (unless receiving short-term outpatient therapy, medication only, or incarcerated.)
3. A preliminary plan of service is developed within 7 days of starting services.
4. A Preplanning meeting occurs before the Person/Family Centered Planning meeting.
5. The Plan will identify and address areas of clinical concern, the consumer’s and/or family's plans, goals, wishes and dreams. The PFCP will address all needs identified in the assessment including all health and safety concerns and needs that may require referral to other service providers.
6. The PFCP will contain meaningful, measurable goals and objectives.
7. The Plan will identify and describe the role of family member and othernatural and community supports including other care providers expected to plan a part in assisting the consumer to meet goals.
8. The PFCP will identifyany restrictions or limitation of the consumer’s choices or rights permissible by law and necessary to protect the health, safety and welfare of the consumer or others. Attempts to avoid such restrictions and actions that will be taken as part of the plan to ameliorate or eliminate the need for the restrictions in the future will be documented.
9. The Plan will also include individual and/or family cultural considerations as identified by the consumer.
10. The Plan shall be kept current and shall be modified when indicated or when requested by the consumer.
11. Progress toward the Plan will be evaluated at set intervals and include a review of consumer satisfaction.
12. The individual in charge of implementing the Plan of service shall be designated in the plan.
13. The consumer will receive a copy of the Plan within fifteen (15) days of plan completion.
14. Person/Family Centered Plans of care will be renewed or revised every 365 days from the start of the plan.
15. The Person/Family Centered Plan will act as an authorization for services. Services will remain in effect until the expiration of the PFCP. Plans and authorizations may be extended for 45 days after the expiration period.
16. Consumers may receive prevention, wellness or peer support activities designed to

provide short-term group psychoeducation or assistance in accessing benefits without a preauthorization in the Person/Family Centered Plan.

1. If a consumer or in the case of a child, the family is not satisfied with the individual plan of service, the consumer, guardian or the parent of a minor consumer, may make a request for review to the designated individual in charge of implementing the plan. The review shall be completed by clinical leadership with in thirty (30) days. Consumers may also access the informal complaint process, the Recipient Rights System or may exercise their grievance and compliant rights.