



## **Shared Living Program: Person-Centered-Planning Policy**

Date of Origin: 1/10/2022

Modification Date(s): 1/31/2023

Date of Last Review: 12/10/24

### **I. Purpose**

It is the policy of UCP of Maine to ensure everyone should be able to work, live, play, and pursue their aspirations in their community. The person-centered-planning process will ensure that the UCP of Maine Shared Living Program supports the client in all of these aspects.

### **II. Policy**

Person Centered Plans (PCP or PCP's) will comply with MaineCare and Office of Aging & Disabilities standards at all times and will comply with any other regulatory agency requirements. The Program Manager will monitor and ensure compliance of the PCP.

### **III. Procedure**

A PCP must be developed and implemented within 30 days of intake for each client by the case manager. The Program Manager will be available to assist in the development of the PCP if invited to participate. The document must be signed by the client and guardian (if applicable). Once the PCP is complete, the Program Manager will train staff to assist the client in achieving goals and objectives using a client-driven approach.

A copy of the PCP will remain with the Program Manager and a copy will be retained by the home provider. The Program Manager will review the PCP with home provider to ensure a clear understanding of expectations.

The PCP will be reviewed annually with the client and IDT team. The PCP will be reviewed more often if the client requests a change to the PCP or if there is a significant change in the client's situation that would warrant a review and/or alteration to the PCP.

  
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Scott Tash, CEO

  
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