

## Steps in ISSP Process

(Expansion on version found in ISSP document p. 20-21)

STEP		ACTION	WHO
1.	<b>Screening and Identification</b> (possible entry point)	<ul style="list-style-type: none"> <li>• need is recognized</li> <li>• begin to clarify problem</li> <li>• begin keeping a record of the child's strengths and needs in the area</li> </ul>	<ul style="list-style-type: none"> <li>• child</li> <li>• parent</li> <li>• service providers</li> </ul>
2.	<b>Assessment and Exploration of Strategies</b>	<ul style="list-style-type: none"> <li>• use a problem solving process</li> <li>• target specific strategies</li> <li>• if school age and the child is using "regular" curriculum</li> <li>• add to record of the child's strengths and needs</li> <li>• interventions may be less intensive</li> <li>• record strategies used and results</li> <li>• informal consultation/discussion with other service providers may begin</li> </ul>	<ul style="list-style-type: none"> <li>• child</li> <li>• parent</li> <li>• service providers from Health and Community Services, Human Resources and Employment, Justice and Education</li> <li>• Other agencies</li> </ul>
3.	<b>Ongoing Evaluation and Monitoring</b> (possible exit point)	<ul style="list-style-type: none"> <li>• evaluate strategies</li> <li>• if successful, terminate process</li> <li>• if not successful:                             <ul style="list-style-type: none"> <li>▸ give it more time</li> <li>or</li> <li>▸ advance to next step</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• parent</li> <li>• service providers from Health and Community Services, Human Resources and Employment, Justice and Education</li> <li>• Other agencies</li> </ul>
4.	<b>Advance to Individual Support Services Planning Process</b>	<ul style="list-style-type: none"> <li>• ensure pre-referral activities completed</li> <li>• ensure the child's records are updated</li> <li>• obtain consent to share information and to profile prior to meeting (use common consent form)</li> <li>• parent/child are informed about the process</li> <li>• invited participants complete strengths needs sheet (bring to meeting or submit to manager if unable to attend)</li> </ul>	<ul style="list-style-type: none"> <li>• parent</li> <li>• Individual Support Service Manager (if other than parent)</li> <li>• child</li> <li>• service providers</li> </ul>
5.	<b>Team Meeting</b>	<ul style="list-style-type: none"> <li>• ISS Manager/referring person calls meeting</li> <li>• select ISS Manager (if one is not in place)</li> <li>• manager uses suggested meeting format (page 25 ISSP document)</li> <li>• recorder uses team meeting forms to record relevant information (forms in ISSP document)</li> <li>• arrive at consensus on strengths and needs</li> <li>• arrive at consensus (and priority) of goals</li> <li>• set responsibility areas</li> <li>• identify supports and services required</li> <li>• record areas of dissension</li> <li>• set date for review meeting</li> <li>• when necessary, utilize problem solving approach throughout meeting to arrive at plan</li> <li>• if consensus of plan is attained signatures are obtained</li> </ul>	<ul style="list-style-type: none"> <li>• child</li> <li>• parent</li> <li>• ISS Manager</li> <li>• service providers from Education, Health and Community Services, Human Resources &amp; Employment, Justice, community persons and others as needed</li> </ul>

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6.	<b>Following the meeting</b>	<ul style="list-style-type: none"> <li>• continue with pre-referral activities or</li> <li>• manager completes Child\Youth Profile and submits to Child Health Coordinator</li> <li>• complete remaining portions of ISSP</li> <li>• all team members receive a copy of meeting</li> <li>• service providers identify objectives/outcomes needed to reach goal</li> <li>• submit written component to manager</li> </ul>	<ul style="list-style-type: none"> <li>• child</li> <li>• service providers from Education, Health and Community Services, Human Resources and Employment, Justice</li> <li>• other service providers</li> </ul>
7.	<b>Completed ISSP</b>	<ul style="list-style-type: none"> <li>• kept in the child's confidential file</li> <li>• components are copied and shared with appropriate team members</li> <li>• if the completed ISSP is to be shared with others, written consent is required</li> </ul>	
8.	<b>Implementation of Plan</b>	<ul style="list-style-type: none"> <li>• team members carry out responsibilities as assigned</li> <li>• ISS manager ensures responsibilities carried out</li> <li>• ISSP will require monitoring and reviewing- formal review twice annually &amp; informally as needed</li> </ul>	<ul style="list-style-type: none"> <li>• team members</li> </ul>
9.	<b>Review of Support Service Plan</b>	<ul style="list-style-type: none"> <li>• ISS Manager calls meeting</li> <li>• review child's progress</li> <li>• evaluate success of the ISSP revise/refine list of child's strengths and needs; and service areas</li> <li>• use format for review meetings (page 30 ISSP document)</li> <li>• continue with ISSP as written or extend or revise ISSP or discontinue ISSP - manager inserts letter in file when process is terminated</li> </ul>	<ul style="list-style-type: none"> <li>• team members</li> </ul>