

## ACTION PLAN ACTIONS TIP SHEET

Once Outcomes, goals pertaining to Supports for Daily Life and Other Risks in the Person's Life are finalized, you must develop action to meet the outcomes and goals or to address the risks.

What are actions?

Actions are the sequential steps that lead to the accomplishment of an outcome or goal.

How do you develop actions?

1. Use the ICAP, other assessments, information from those who know and support the person, therapeutic recommendations and information from the person's record to identify barriers that might prevent the achievement of outcomes and goals or interfere with the management of risks. Types of barriers may include financial, medical, behavioral, physical, environmental or situational. Discuss each and identify ways that these barriers can be overcome. Agreed upon means for overcoming or minimizing the effects of barriers become actions in the ISP.
2. Use the ICAP, other assessments, information from those who know and support the person, therapeutic recommendations and information from the person's record to identify activities that might help in achieving outcomes or goals and manage identified risks. If these activities are agreed upon by all, meaningful to the person and written in measurable terms, they become actions in the ISP.
3. Discuss risk issues that might interfere with achievement of outcomes and goals. Use the ICAP, other assessments, information from those who know and support the person, therapeutic recommendations and information from the person's record to identify actions that may address, manage, alleviate or minimize the impact of risk issues. Write these in measurable terms and they can be actions in the ISP.
4. Therapeutic recommendations may or may not be accepted by the person and/or the person's legal representative. Questions or concerns about the recommendations should be discussed. The therapist should present potential alternatives and/or potential consequences of not accepting the recommendations so that an informed decision can be made. While there may be times when it is appropriate to use therapeutic service goals from the Therapeutic Plan of Care as actual actions in the ISP, it is not required.
5. For every action:
  - a. Identify the type frequency, and location of services needed to carry out the action;
  - b. Any adaptations, modifications, assistive technology, supplies, or equipment needed;
  - c. Person or entity responsible for completing the action; and

- d. Projected timeframe for completing the action including a projected start and finish date.
- 6. After all actions have been written, review them. Can these actions be carried out by the staff responsible for implementing them? If successfully implemented, is it likely the outcome or goal will be achieved and that risks will be managed? If the answer is no to either of these questions, the group must continue developing actions until there is consensus that implementation of the final actions is possible and that they will likely result in meeting the person's outcomes and goals or that they will manage, minimize or alleviate identified risks.