

Section: Service Delivery

Subject: Individual Service Plan

Purpose:

- To develop specific individualized goals, interventions, activities and services to respond to the unique needs of the student.

Procedure:

- Individual Service Plans (ISPs) will be developed with all enrolled expectant and parenting teens.
- The initial ISP will be developed within 60 days of enrollment.
- The ISP will be reviewed and updated every 6 months at a minimum.
 - If the ISP goals are met prior to the 6-month due date, then a new ISP must be developed.
- The ISP must be developed by the student with assistance from the case manager during an individual session.
- The ISP must incorporate the needs of participants identified in the Parents Assessment of Protective Factors (PAPF).
 - If any PAPF scores fall below 2.0, this area must be addressed in the student's ISP.
- All ISPs must be documented on the PLP ISP form and maintained in the participant's case file.
- All ISP completed dates must be documented in MIS in the "Tool Timeline" section.
 - The "Due Date" refers to the date that the student is due for an ISP to be developed and/or reviewed. This should be 60 days from enrollment, and then every 6 months thereafter.
 - The "Date Completed" refers to the date that the plan is developed or reviewed and updated.