

Adult Family Home (AFH) Regulations

DHS 88.06 (3) INDIVIDUAL SERVICE PLAN AND ASSESSMENT.

- (a) The licensee shall ensure that a written assessment and individual service plan are completed and developed for each resident within 30 days after placement.
- (b) The individual service plan and written assessment shall be developed by the placing agency, if any, the service coordinator, if any, the licensee, the resident and the resident's guardian, if any, and designated representative, if any, with the resident participating in a manner appropriate for the resident's level of understanding and method of communication.
- (c) The assessment shall identify the person's needs and abilities in at least the areas of activities of daily living, medications, health, level of supervision required in the home and community, vocational, recreational, social and transportation.
- (d) The individual service plan shall contain at least the following:
 - 1. A description of the services the licensee will provide to meet assessed need.
 - 2. Identification of the level of supervision required in the home and community.
 - 3. Descriptions of services provided by outside agencies.
 - 4. Identification of who will monitor the plan.
 - 5. A statement of agreement with the plan, dated and signed by all persons involved in developing the plan.
- (e) A copy of the individual service plan shall be provided to all persons involved in the development of it.
- (f) The individual service plan shall be reviewed at least once every 6 months by the licensee, the resident or the resident's guardian, the service coordinator, if any, the designated representative, if any, and, if applicable, the placing agency with the resident participating in a manner appropriate for the resident's level of understanding and method of communication. This review is to determine continued appropriateness of the plan and to update the plan as necessary. A plan shall be updated, in writing, whenever the resident's needs or preferences change substantially or when requested by the resident or the resident's guardian.

History: Cr. Register, January, 1996, No. 482, eff. 2-1-96; cr. (1) (a) 4. and (4), Register, October, 2000, No. 538, eff. 11-1-00; reprinted to restore dropped copy in (1) Register December 2003 No. 576; corrections in (1) (a) 4. and (4) made under s. 13.92 (4) (b) 7., Stats., Register November 2008 No. 635; CR 10-091: r. (1) (a) 4. Register December 2010 No. 660, eff. 1-1-11; **CR 10-145: r. (4) Register May 2011 No. 665, eff. 6-1-11.**