



CWSS Personal Initiative Policy

Policy:

Charlotte White Support Services (CWSS) believes that all persons served are capable of self-determination and self-direction in their lives. In order for self-determination and self-direction to occur, Persons Served must be given opportunities to use and learn personal initiative, experience personal autonomy and achieve independence when making choices. CWSS is committed to ensuring these opportunities are made available to persons served in the least restrictive and most normal and learning environment possible.

Definitions:

Self-Determination is having control in one's life to be able to make choices based on personal preferences, beliefs and abilities. These choices then influence the person's future.

Self-Direction is making action plans for one's decisions. In other words, it's the process of the individual designing the supports and services that they want to live the life of their choosing.

Personal initiative is the ability to assess and then to do things independently.

Personal autonomy is the capacity to decide for oneself and pursue a course of action in one's life.

Independence is the freedom of control or influence of others.

Procedure:

1. Persons served are encouraged to participate in age appropriate activities of their choice that are consistent with the goals and objectives in their Service Plan and Person-Centered Plan (PCP). These include activities within their programs as well as activities in the community.
2. Persons served are provided natural environmental settings for working on their goals.
3. Persons served are encouraged to independently do as much of an activity as they are able to or feel comfortable in doing.
4. Persons served are encouraged to use any means of communication that they are comfortable with.
5. Persons served have access to Assistive Technology (AT) and adaptive aides such as computers, televisions, radios, tablets as well as other leisure activities like games, books,

art supplies or activities based on their likes and dislikes as outlined in their Service Plans and PCP.

6. Persons served can choose with whom they would like to share an activity, or they can choose not to participate in an activity or event.
7. Persons served are able to provide suggestions about activities at any time.
8. Persons served may choose what and where to eat and drink at any time.

Assistive Technology

CWSS discusses Assistive Technology (AT) at the persons served Service Plan and person-centered plan (PCP) meetings every six months and as needs are identified. The Individual Plan Coordinator ensures there is clear, concise documentation of each communication device in persons served Service Plan and PCP. The documentation describes the supports from personnel that the person served may need to ensure they have consistent access and an ability to effectively utilize their communication device(s). Personnel complete daily documentation on progress notes regarding communication.

An AT assessment can be requested at any time as needed. An AT Assessor supplied by the State of Maine, completes assessments for all persons served as needed or requested. Managers purchase or integrate identified needs for Remote Supports or Assistive Technology Equipment as identified. CWSS stresses that the use of adaptive aids and everyday technology, such as smart phone, computer, laptop or tablet, to assist in giving people more freedom to select their own activities and make their own schedules, increases participation and autonomy. The use of AT allows CWSS to promote and provide greater independent living situations. CWSS is committed to exploring various AT that can enhance services for persons served, and in no way places restrictions on the use of personal communication devices, both in the setting and outside the setting. CWSS uses an Electronic Health Record system to track the use of AT if needed. Leadership continues to explore ways to enhance the use of AT.

CWSS personnel support Persons Served to make their own decisions, building upon their personal initiative, autonomy and independence. CWSS personnel understand that:

- They will not force or coerce an individual to participate when they do not wish to participate in an activity.
- They will not punish a person for not participating in an activity.
- They will not make activity schedules without input from the individual(s) involved.

Training:

Personnel complete training through the College of Direct Support (CDS) program as required.

All personnel receive CWSS Personal Initiative Policy Training upon hire and annually thereafter. Re-training occurs, as needed, to ensure personnel follow policy and procedures correctly and consistently. Personnel receive education about how to support individuals in ways that optimize the persons served ability to use personal initiative, experience personal autonomy, and exercise independence in making life choices, both big and small. All trainings, including CDS and policy reviews, include documentation of attendance.

**You have the freedom and support to
control your own schedule and activities.**



You have access to your food at any time, can purchase your own food, and may choose to eat your food where you want.

You can invite or meet friends for a meal while participating in program activities.



You may have visitors of your choosing meet up with you anytime.

You do not have to give staff advance notice to have visitors.

You do not need permission to invite anyone to meet up with you.

You have the right to decline any of your visitors unless they need to visit to maintain your services.



Community events are held in non-disability settings and are physically accessible to you and your friends.



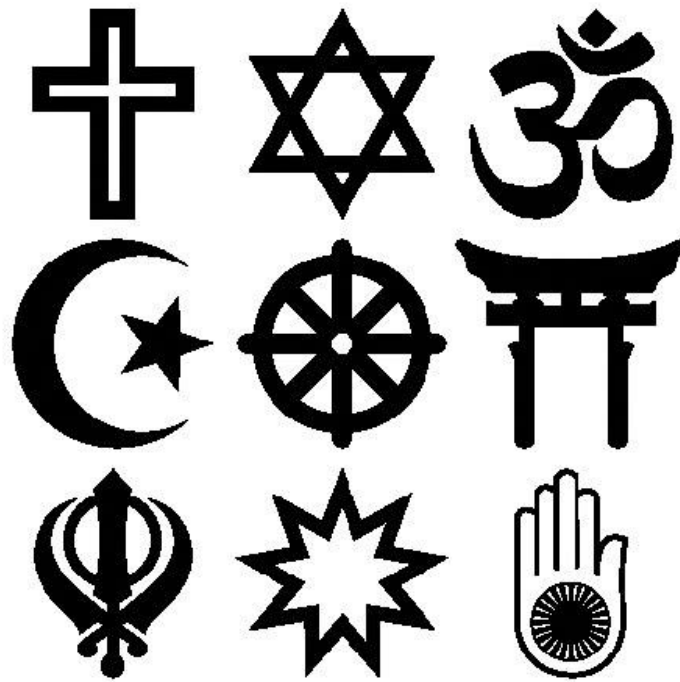
Your privacy is respected at all times.



You are treated with dignity.



You are entitled to religious freedom.



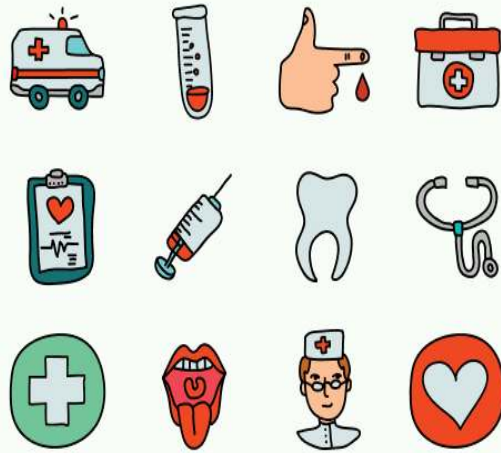
You have the right to vote.



You have the right to be gainfully employed. If you want help, we can help you.



You have the right to receive prompt medical and dental care. If you need help getting services, ask us!



You have the right to participate in your treatment.

You can request additional services and reasonable accommodations.

You can request changes to your Person-Centered Plans and/or service plan at any time.

Your team can help you.



You have the right to use any assistive technology of your choice. If you need help, just ask!



You have the right to appeal or grieve any agency decision which may deny, modify or terminate your services or restrict any of your rights.

You have the right to report any instances of abuse, neglect and/or exploitation.



You have the right to bring your belongings with you. Protect your belonging by keeping it with you at all times!



You have the right to be safe while at program. Your peers have the right to be safe as well. Please be kind to everyone. Treat others how you want to be treated!



Your attendance at program is important to us! Please come as often as you can!

