

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Development of the ISP

Chapter:
10

Effective Date:
10/25/1999

Revision Date:
11/25/2008

Policy Number:
10-105-004

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. An ISP shall be developed for each child within 30 calendar days of the child's admission.
2. The ISP shall be developed by the child, the child's parent and, if applicable, the child's guardian or custodian, if available, any person invited by the child and the child's parent, guardian or custodian, child care staff persons, a contracting agency representative and other appropriate professionals.
3. Reasonable effort shall be made to involve the child and the child's parent and, if applicable, a guardian or custodian, in the development of the ISP at a time and location convenient for the child, the child's parent, the child's guardian or custodian, if applicable, and Keystone.
4. Documentation of reasonable efforts made to involve the child's parent and, if applicable, guardian or custodian, shall be kept.
5. Persons who participate in the development of the ISP shall sign and date the ISP, with the exception of the child, the child's parent and, if applicable, the child's guardian or custodian, who shall be given the opportunity to sign the ISP.

DISCUSSION:

Persons served under NJDDD will have their ISP's completed as outlined in NJDDD Circular # 35 attached