

<i>Act/Regulations</i> <i>Supports for Persons with Disabilities Act Gen. Reg. 19, 20-24</i>	Program	AccessAbility Supports	
	Subject	Collaborative Support Plan	Policy # 1.4
Effective Date: November 1, 2021		Authorized by: Deputy Minister David Keedwell	

1.0 PURPOSE

1.1 To develop a support plan in collaboration with an applicant to address unmet support needs, which may include Assured Income (AI), and to facilitate the distribution of funding to support the applicant to achieve social inclusion, economic participation, and full citizenship.

2.0 DEFINITIONS

2.1 **Applicant:** a person with a disability by whom or on whose behalf an application is made for supports or Assured Income (AI).

2.2 **Assured Income (AI):** a component of AccessAbility Supports (AAS) that provides monthly financial supports to eligible applicants with disabilities to use towards securing basic needs.

2.3 **Capability Assessment:** a systematic process used by the AAS program for applicants requesting on-going supports to determine if the diagnosis causes a substantial impairment, if the effects of the impairment restricts the applicant's ADLs and IADLs and confirm the applicant's eligibility for AAS.

2.4 **Support Plan:** a written account of an intended course of action to identify supports that may assist in meeting one or more of the unmet needs directly related to the applicant's disability and/or the basic AI needs of an applicant. The Support Plan is a collaboration between the Applicant and the Supports Coordinator and explains in detail what needs to be done, when, how, and by whom.

2.5 **Recipient:** a person with a disability to or for whom supports are provided and includes a person whose supports, or AI has been suspended but not cancelled.

2.6 **Support Needs Assessment (SNA):** a systematic process for determining an applicant's potential disability support needs and AI.

2.7 **Supports Coordinator:** a staff member that provides direction and case management support in delivering a range of social benefits and services to applicants eligible for AAS.

3.0 POLICY STATEMENTS

3.1 For the purposes of this policy, use of the word applicant is inclusive of recipient.

3.2 An applicant's support plan will:

- identify unmet needs related to the applicant's disability and/or the basic AI needs of the applicant;
- identify funded and non-funded supports that may assist in meeting one or more of the applicant's unmet needs;
- establish goals related to meeting one or more of the applicant's unmet needs;
- establish an action plan to implement the support plan; and to
- allocate funding for supports that may be provided to the applicant.

3.3 AAS are not intended to delay, prevent, replace, or to serve as an alternative to existing government and/or community services.

3.4 Funded supports are intended to supplement the natural supports that an applicant receives from family, friends, and/or community.

3.5 An applicant's support plan is to be reviewed when a change in circumstances occurs or at minimum once every 12 months.

3.6 Applicant's will receive a copy of the support plan within 45 days of the support plan being completed.

4.0 PROCEDURE STATEMENTS

4.1 The Supports Coordinator will review the support needs identified through the SNA and the capability assessment and collaborate with the applicant to construct a support plan to meet the applicant's needs within the parameters of the AAS program.

4.2 The support plan will list each of the AAS Supports Categories and include the following:

- Funding category;
- Area of support;
- Strategy;
- Expected outcome;
- Who is responsible;
- Funded amount;
- Record of support; and
- Program name.

4.3 Where there is no funding attached to an AAS Supports Category, the Supports Coordinator will document in the 'Area of Support' section of the support plan that there is no funding provided.

- 4.4 The applicant or their representative is responsible to participate in the development of the support plan and to provide information or supporting documentation in the time and manner as described in the support plan.
- 4.5 The Supports Coordinator is responsible to document the support plan in the applicant's electronic file and to update the support plan when a change in circumstances occurs.
- 4.6 The Supports Coordinator will provide a copy of the completed and/or updated support plan to the applicant within 45 days.
- 4.7 Where the applicant or their representative receives a copy of the support plan and identifies concerns over the contents of the support plan, the applicant or their representative is responsible to address the concerns with the Supports Coordinator.
- 4.8 The Supports Coordinator will review and document the applicant's or their representative's concerns and update the support plan, if appropriate.

5.0 ATTACHMENT

- 5.1 AAS Supports Categories

AAS Supports Categories

Category	Description
Assured Income	Funding to provide the applicant with the necessities (i.e. food, clothing, shelter).
Caregiver Supports	Supports for applicants with disabilities to assist the family or caregiver to support the applicant.
Community Supports	<p>Supports and services to promote inclusion in the community, to assist with participation in the community, and to develop personal competence to access community services and supports.</p> <p>Community Supports also includes employment focused services to assist applicants who are experiencing disabilities in preparing for, obtaining, and maintaining meaningful employment.</p>
Housing Supports	Supports for applicants with disabilities, such as residential supports, home modifications, and vehicle modifications, to support the applicant to live with independence.
Personal Supports	<p>Supports directly related to the applicant's disability needs and goals that enable the applicant to remain living at home with family or to live independently with support.</p> <p>Personal supports include technical aids and assistive devices.</p>
Non-funded Supports	Supports and services that applicants may benefit from through AAS, community, or other agencies that do not require AAS funding.