

## **Contract Code 1805XP-12 Person-Centered Plan Facilitation**

### **Statement of Work.**

The Contractor shall provide one or more of the following support services for DDA clients:

a. Person-Centered Plan Facilitation, the Contractor shall:

- (1) Identify and develop a potential circle of support;
- (2) Explore what matters to the client by listening to and learning from the Client;
- (3) Develop a vision for a meaningful life, as defined by the client;
- (4) Discover capacities and assets of the client and her or his family, neighborhood, and support network;
- (5) Create an action plan;
- (6) Facilitate follow-up meetings to track progress toward goals.

b. Person-Centered Plans, the Contractor shall:

- (1) Create a clearly written individualized person-centered plan that includes but is not limited to:
  - (a) The client's dreams, vision and goals;
  - (b) A profile of the client that can include likes/dislikes, history, strengths, gifts, and talents, relationships, choices, daily schedules, etc;
  - (c) A one page summary of the person-centered plan;
  - (d) Identifies and describes responsible individuals, action tasks, due dates, and locations if applicable.
- (2) Develop and submit to the DDA Case Manager the individual's person-centered summary and action plan within ninety (90) days along with an evaluation by the client regarding their satisfaction with the planning process.

c. Upon completion of services, develop and provide to the DDA Case Manager and client a final written update to the individual's person-centered plan which includes final recommendations and outcomes of service.

### **Consideration.**

Total consideration payable to Contractor for satisfactory performance of the work under this Contract shall be based on the following for services identified in the Statement of Work and documented in the service plan.

a. DSHS shall pay the Contractor \$ 68.00 per hour (\$ 17 per ¼ hour unit)

b. The Contractor shall be paid for one or more of the following provided to DDA clients:

- (1) Initial planning meeting up to two (2) hours
- (2) Person - Centered Planning Meeting facilitation – up to five (5) hours
- (3) Follow up meetings, reporting and tracking progress completed within in ninety (90) days – up to five (5) hours

~~c. Mileage shall not include the first thirty miles of any trip. Mileage to or from the location where services are provided will be paid at current State of Washington rates, as published by the Office of Financial Management. The Contractor shall request and receive approval for mileage in advance.~~