

PERSONAL SERVICE PLAN

This is an annual PSP meeting for _____ (name),

held on _____ (date).

Authorization:

1. _____ (name) _____ (signature)

2. _____ (name) _____ (signature)

Names of Attendees:

- _____
- _____
- _____
- _____
- _____
- _____

INSTRUCTIONS

1. Review last year's goals and their outcomes.
2. Ensure that the discussion covers all the identified categories and set goals where applicable.
3. Set goals for the coming years which are SMART:
 - S – Specific
 - M - Measurable
 - A - Achievable
 - R - Relevant
 - T – Timed
4. Determine if each goal is important for or important to the individual.
5. Have this completed hand-written document authorized.
6. Enter all goals on the individuals intranet site under Goal Measurement Chart.
7. Six months after the meeting, review the goals and complete section 2; enter these outcomes on the Goal Measurement Chart.
8. At next years PSP. Complete section 3 and then begin a new PSP form.

Note: if all identified goals cannot fit on this document, use a second PSP form.

SECTION 2: 6 month review

Outcomes (circle):	Progress notes:
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	
<ul style="list-style-type: none"> A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted 	

ALL OUTCOMES entered on intranet Goal Measurement Chart: YES NO (circle)

SECTION 3: Next PSP meeting

Stakeholder Satisfaction	Outcomes (circle):	Final notes:
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	
F. Individual is satisfied with the support associated with this goal G. Family or personal support network is satisfied with the support associated with this goal	A. Goal has been achieved and discontinued B. Goal has been achieved and maintained C. Goal has been attempted and discontinued D. Goal is in progress E. Goal was not attempted	

SATISFACTION & OUTCOMES entered on intranet Goal Measurement Chart: YES NO (circle)