

## **POLICY AND PROCEDURE CONCERNING INDIVIDUAL ASSESSMENT**

### **I. PURPOSE**

This policy and procedure is implemented in order to assure compliance with Regulations: Title 175 Chap. 3 005.04C16, 005.06C1, 005.06C3, 005.06E, Title 205 006.02, and Title 480 A3-002.02.

### **II. AUTHORITY**

This procedure has been implemented with the approval of the Governing Board and/or its designee.

### **III. PROCEDURAL DIRECTIVES**

#### **A. Assessment Tools:**

1. Each area program will maintain a selection of assessment tools. The assessment tools will address a range of skill domains and provide a variety of testing formats.
2. Acceptable assessment tools include formal, standardized instruments (i.e. ABS, TSM, etc.), locally developed instruments (i.e. Norfolk Leisure Assessment, Eyeglass Assessment, etc.), and personal observation recording forms (baselines, etc.).
3. IPP Team members are responsible for being familiar with the available assessment tools.

#### **B. Assignment of Assessment Tools:**

1. At the Semi-annual meeting, at minimum, the IPP Team members will discuss the assessment domains:
  - a. Physical development and health
  - b. Sensory-motor development
  - c. Communicative development
  - d. Social-affective development
  - e. Cognitive development
  - f. Independent living skills-must include toileting, eating, personal hygiene, medication administration
  - g. Leisure/personal skills

The discussion will determine what information is necessary to plan for the next IPP year.

It is not required that all domains be assessed.

The Team must review all domains to determine which are pertinent for assessment.

Information must be gathered in each of the pertinent domains which relate to the individual's desires for growth, IPP Visions, and attainment of maximum independence.

2. Specific assessment tools (or portions thereof) will be selected by the Team based on the tool's ability to provide the information desired by the Team.
3. A specific person(s) will be assigned the responsibility of completing each selected assessment.

C. Conducting Assessments:

1. Following the meeting, each person designated will be responsible for gathering the necessary assessment tools, as listed in the IPP.
2. The assessor must understand all instructions completely before conducting any formal or standardized assessment. Any questions will be taken to a supervisor **before** initiating the assessment process.
3. The assessor must implement each item of the assessment as instructed, making any additional notes which may be beneficial to the Team when reviewing the results.
4. Assessments will be conducted over a period of time so that the person being assessed is not overwhelmed or made anxious by the procedure. Assessment items will be repeated if the assessor questions the validity of the results.
5. Personal observation and interaction with individuals served often provide the truest representation of the person's strengths and needs. Personal observation must be documented in an objective form, citing a specific skill or group of skills (i.e. dressing, completing a contact task, etc.) and detailing levels of independence and/or support needed. Situational information is also helpful in creating methodology for new programs.
6. Assessments will be completed 30 days prior to the Annual IPP meeting.

D. Reporting Assessment Results:

1. The individual responsible for each specific assessment will discuss the results with his/her supervisor prior to the annual IPP meeting, as requested by the supervisor.
2. The Support Supervisor or designee will provide photocopies of the assessment results for each IPP Team member at the meeting.
3. At the meeting, when indicated, the principal assessor will review each skill assessed, identifying it as a "strength" or a "need." When reviewing the results, the assessor must also indicate what level of assistance or support was required to accomplish the task when not done independently.
4. The assessor will be prepared to answer any questions Team members may have concerning the assessment.
5. The assessment results will be used to develop all programs, then filed with the IPP appropriately (see current retention procedures).

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