**Section 119.230 Individual services plan (plan)**

a) When the individual enters a program, staff shall:

1) Document in the record those services being provided to the individual until a plan is developed; and

2) Explain to the individual all rights stated in Section 119.235, and provide the individual with a copy of those rights. This shall be documented in the individual's record.

b) Within 30 days after an individual's entry into the program, a plan shall be developed by the team that states goals and objectives for developmental training that:

1) Is based on the assessment results;

2) Reflects the individual's or guardian's preferences for goals, objectives, and services;

3) Identifies services and supports to be provided and by whom; and

4) Has objectives that:

A) Are measurable;

B) Have timeframes for completion; and

C) Have a person assigned responsibility.

c) The plan shall include the names and titles of all staff and other persons contributing to the plan.

d) The plan shall be signed by the QMRP and the individual or guardian.

e) The individual or guardian shall be offered a copy of the plan.

f) The plan shall become a part of the individual's record.

g) At least monthly, the QMRP shall review the plan and document in the record that:

1) Services are being implemented; and

2) Services identified in the plan continue to meet the individual's needs or require modification or change to better meet the individual's needs.

h) The team shall review the plan, at least annually, and shall note the status of the individual including any progress or regression which might require modification to the plan.