

**Delaware Health and Social Services
Division of Developmental Disabilities Services
Dover, Delaware**

Committee Charter

Title: Essential Lifestyle Planning Oversight Committee

Approved By: _____



Division Director

Written/Revised By: DDDS ELP Work Group

Date of Origin: February 2013

Date of Current Review/Revision: _____

I. PURPOSE

The purpose of this policy is to define the role of the Essential Lifestyle Planning (ELP) Oversight Committee.

II. POLICY STATEMENT

The ELP Oversight Committee shall be the singular oversight committee charged with the development, refinement and implementation processes related to the ELP and all of its corresponding assessments and modules.

III. APPLICATION

All individuals who participate in DDDS funded programs
All DDDS Employees, Contractors and Providers
Families/Guardians

IV. DEFINITIONS

A. Essential Lifestyle Plan (ELP)- A comprehensive document that specifies the individual's desired outcomes, needs, and preferences, and identifies the strategies to address each. The ELP indicates who developed and participated in the process, the timing of the plan and how and when it is updated, including updates in response to changing circumstances and needs. The ELP includes information from assessments conducted prior to the planning meeting. The ELP identifies how the individual/family/advocate is informed of services under the waiver and how the process ensures that the plan addresses the individual's desired outcomes, needs, preferences and identified health/safety needs. The plan addresses the coordination of services and supports and assigns responsibility for the monitoring and oversight of all components of the individual's plan.

V. STANDARDS

- A. The ELP Oversight Committee shall:
 - a. operate under the direction of the Division Director;
 - b. report status updates regarding implementation of ELP and systems changes to the Division Director and his/her Leadership Team;
 - c. review training protocols;
 - d. respond to implementation challenges;
 - e. develop and/or approve new and proposed changes to the ELP and/or any of its corresponding assessments/modules;
 - f. develop and maintain ongoing standards and/or processes that are created to address the aforementioned (in standards A. d. and A.e.);
 - g. serve as the oversight body for the implementation of additions or changes to the ELP;
 - h. ensure that enhancements or changes to the ELP and/or any of its related components are communicated in writing to the DDDS Leadership Team and administrators of contracted agencies (who will in turn communicate the information to staff, individuals served and families/guardians, as appropriate).

- B. The ELP and/or any of its related components shall not be enhanced or changed without the approval of the ELP Oversight Committee.

- C. The ELP Oversight Committee membership shall include a Chairperson appointed by the Division Director. Membership shall include member(s) representing the following areas:
 - a) Office of the Director
 - b) Stockley Center
 - c) Community Services (to minimally include RPD's from each region and Day Services)
 - d) Contracted residential and day providers
 - e) Administrative assistant
 - f) Appointed alternates for each member.

- D. The ELP Oversight Committee shall communicate information regarding changes to the ELP and its related processes, with self-advocacy groups.

- E. The ELP Oversight Committee shall convene ad hoc sub groups, as needed.

VI. REFERENCES

- A. None

VII. EXHIBITS

- A. None