

MINIMUM REQUIRED ELEMENTS FOR PARTICIPANT FILE, PERSONAL PLAN AND TRANSITION PLAN

Participant File

1. The minimum required elements for a Participant File are the following:
 - (i) Participant name and other identification information;
 - (ii) Name of Participant's Service Provider;
 - (iii) Chronological events, including all meetings with the Participant and follow-up contacts (or attempts made) during the Follow-up Services Period;
 - (iv) Tracking of the number of hours of Personal Counselling / Coaching provided;
 - (v) Hard copies of Participant assessments;
 - (vi) Details of any external Diagnostic Assessments, including cost and Ministry approval information;
 - (vii) Details of any Supports, the receipt of which the Participant must acknowledge in writing;
 - (viii) The Participant's Personal Plan; and
 - (ix) The Participant's Transition Plan.

Personal Plan

2. The minimum required elements for a Personal Plan are the following:
 - (i) Participant name and other identification information;
 - (ii) Name of Participant's Service Provider;
 - (iii) Date the plan was developed (and dates of subsequent updates);
 - (iv) Expectations/timelines for the Participant's participation in the CAP;
 - (v) The Participant's skills, abilities, Strengths and Barriers identified through In-depth Assessment Services;
 - (vi) The Participant's objectives and goals;
 - (vii) Services determined appropriate to achieve the CAP objectives, including specific services within Personal Counselling / Coaching, Required Life Skills training and

- (where applicable) Desirable Life Skills training, that are planned for the Participant;
- (viii) Name of persons or organizations that will provide Services as Subcontractors, if applicable;
 - (ix) Referrals to other community organizations, if applicable (e.g. housing assistance);
 - (x) Supports required for the Participant to participate in services/activities (e.g. transportation, hygiene products);
 - (xi) How progress will be reviewed;
 - (xii) Records of the specific activities the Participant has undertake (and the progress that results);
 - (xiii) Details of and rationale for an extension of the Individual Services Period (where applicable); and
 - (xiv) Signatures of commitment from both the Participant and the Contractor.

Transition Plan

3. The minimum required elements for a Transition Plan are the following:
- (i) Participant name and other identification information;
 - (ii) Name of Participant's Service Provider;
 - (iii) Date the Transition Plan is developed (and dates of any subsequent updates);
 - (iv) Follow-up timeframes, including how and when the Contractor. will contact the Participant;
 - (v) Participant's objectives and goals;
 - (vi) Activities the Participant will engage in; and
 - (vii) Signatures of commitment of the Participant and the Contractor.