**Name of individual:** Click here to enter text. **Name of reviewer:** Click here to enter text. **Date:** Click here to enter text.

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| **Skills, gifts, interests, and preferred activities** | **3 Points** | **2 points** | **1 Point** | **0 Points** | **Score** | **Comments** |
| Case notes for Community Inclusion (CI) should support and highlight an individual’s skills, gifts, interests, and preferred activities as identified in the current CI plan.  Services should be person-centered, strength based and respect what is most important to the individual.  CI activities should clearly connect the individual to their preferred activities and consider what is most important to the individual. | **Score at this level when 3 of the components in this section are present in case notes.** | **Score at this level when 2 of the components in this section are present in case notes.** | **Score at this level when 1 of the components is present in case notes.** | **Score at this level when 0 of the components are present in case notes.** | 0  1  2  3 |  |
| **Mark all included in the Community Inclusion Case Notes:**  1. Services center the individual’s skills and gifts and seek to connect the individual to CI activities where skills and gifts can be used.  2. Services consider an individual’s interests, desires and preferred activities and actively seek to connect the individual with CI activities that match their preferences.  3. Services consider what is important to the individual; examples may include the time of day the individual prefers to engage in CI activities or a specific location the individual would like to connect to in their community. | | | |  |

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| **Community Inclusion Goal(s)** | **4 Points** | **3 Points** | **2 Points** | **1 Point** | **0 Points** | **Score** | **Comments** |
| Case notes clearly connect to the individual’s CI goal and preferred community activities.  Case notes should paint a clear picture of how CI activities support the individual’s CI goal.  Services reflect  community contribution or community connection. Services support the individual’s preferences, skills, gifts, and interests.  Services occur in integrated community places where the participant’s interests, culture, talent, and gifts can be contributed and shared with others of similar age and interests. | **Score at this level when 4 of the components in this section are present in case notes.** | **Score at this level when 3 of the components in this section are present in case notes.** | **Score at this level when 2 of the components in this section are present in case notes.** | **Score at this level when 1 of the components in this section is present in case notes.** | **Score at this level when 0 of the components in this section are present in case notes.** | 0  1  2  3  4 |  |
| **Mark all included in the Community Inclusion case notes:**  1. Efforts to explore, connect and deliver services in the individual’s preferred community activities.  2. Services support the client to achieve the CI goal and take into consideration the client’s preferred activities.  3. Services focus on the individual’s skills, gifts, and interests and how to best use these when exploring CI activities or supporting CI activities.  4. Evidence the 4 elements of CI services are present (*only check the box if all 4 elements are present*):  Individualized  Local  Integrated  Has the ability to contribute to the community or develop meaningful relationships | | | | |  |

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| **Quality of Services** | **3 points** | **2 points** | **1 Point** | **0 Points** | **Score** | **Comments** |
| Do the case notes reflect efforts to connect the individual to their community and expand the circle of support?  Are there multiple opportunities being explored if the individual has expressed interest in multiple activities? | **Score at this level when 3 of the components in this section are present in case notes.** | **Score at this level when 2 of the components in this section are present in case notes.** | **Score at this level when 1 of the components in this section are present in case notes.** | **Score at this level when 0 of the components in this section are present in case notes.** | 0  1  2  3 |  |
| **Mark all included in the Community Inclusion case notes:**  1. Services support the individual to participate in and contribute to their community. Examples may include connecting the client to a community club related to their interests or a volunteer opportunity that matches their skills.  2. Services offer clear opportunities for the individual to expand their circle of support with others who are not paid to support the person. Examples may include supporting the client to make connections during their community activity or developing tools to support communication skills.  3. The individual is supported to pursue multiple opportunities for community connections if desired. If not applicable, the plan should clearly state the individual does not desire multiple activities and be consistent to support this throughout other sections. | | | |  |

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| **Action Steps and Supports** | **5 Points** | **4 Points** | **3 Points** | **2 Points** | **1 Point** | **0 Points** | **Score** | **Comments** |
| Case notes reflect action steps and strategies necessary to meet the Community Inclusion goal.  Services should incorporate action steps that are Specific, Measurable, Attainable, Realistic, and Time-bound (“SMART goals”). | **Score at this level when 5 of the components in this section are included in the case notes.** | **Score at this level when 4 of the components in this section are included in the case notes.** | **Score at this level when 3 of the components in this section are included in the case notes.** | **Score at this level when 2 of the components in this section are included in the case notes.** | **Score at this level when 1 of the components in this section is included in the case notes.** | **Score at this level when 0 of the components in this section are included in the case notes.** | 0  1  2  3  4  5 |  |
| **Action Steps in the case notes include:**  1. Specific actions to support the individual to achieve their CI goal. Case notes should not be vague on how they connect to the goal. Case notes are detailed on how they connect to the goal.  2. Measurable strategies to achieve the goal and verify progress along the way.  3. Achievable actions that meet the individual where they are at and support them to progress toward their CI goal.  4. Relevant actions that connect to the individual’s CI goal.  5. Time-bound action steps that connect to the CI goal. | | | | | |  |  |

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| **Person-Centered Case Notes** | **3 Points** | **2 Points** | **1 Point** | **0 Points** | **Score** | **Comments** | |
| Case notes use respectful and strength-based language and include clear information about accommodations necessary for success.  Case notes reflect person-centered service delivery. | **Score at this level when 3 of the components in this section are present in case notes.** | **Score at this level when 2 of the components in this section are present in case notes.** | **Score at this level when 1 of the components is present in case notes.** | **Score at this level when 0 of the components are present in case notes.** | 0  1  2  3 |  | |
| **Community Inclusion case includes include:**  Respectful and strengths-based case notes that emphasize the individual’s assets and what supports are needed to be successful.  If a client has an accommodation included in the current CI plan, the case notes reflect implementation of the necessary accommodation(s) during services. If no accommodations are necessary, this is clearly stated in the plan.  Case notes reflect services that consistently center the individual and support the client to make informed decisions about their services and CI activities. | | | |  |
| **Total Score =** | | | | | | | |

**SCORING Guide**

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| **Excellent = 18** | **Above Standard = 16-17** | **Satisfactory = 13-15** | **Below Standard = 10-12** | **Unsatisfactory = 0-9** |