



The Functions of a Supports Coordinator

The supports coordinator is a staff member in a Supports Coordination Organization that works with the individual who is registered for services with the Chester county Department of Mental Health/Intellectual and Developmental Disabilities (MH/IDD), his or her family and program planning team of supporters to:

- Ensure the health and safety of the individual
- Determine what the individual needs
- Develop the Individual Supports Plan (ISP) based on assessed needs and natural supports
- Assist the individual in locating needed services (See Tip Sheet for ISP)
- Coordinate with individuals, families and providers to ensure all are working together
- Monitor, by contacting the individual, to assure that the needed services are provided
- Advocate for the individual to ensure that their rights are protected

The Supports Coordinator will get to know the individual by meeting with him or her, and his/her family, friends and provider staff. The individual can invite anyone that he or she chooses to attend meetings. It is important that the Supports Coordinator get to know the individuals wants, needs and life choices so that the best and most appropriate supports can be located in order to meet that person's needs.

Monitoring consists of ongoing contact with the individual and his or her family to ensure services are implemented as per the participant's ISP. Monitoring frequency is determined by need and/or which funding stream the individual receives.

Individuals not enrolled in a waiver program will receive a minimum of two face-to-face visits per year.

Individuals enrolled a Person/Family Directed Waiver will receive a minimum of quarterly contact. This consists of face-to-face visits every 6 months at the individual's residence and/or day program along with phone monitoring quarterly.

Individuals enrolled in a Community Living or Consolidated Waiver will receive monthly visits at home and/or day program.

Any of the above schedules can be modified based on individual need, as long as basic requirements are met.

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