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| ***CLIENT PROFILE / PROTOCOL SUMMARY*** | **DATE UPDATED:** | plcDateUp |

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| **NAME:** | plcName |  | **GENDER:** | plcGender |  | **BIRTHDATE:** | plcDOB |

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| contact information |

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| Resident / individual | |  | Primary contact | |
| **Current address:** | plcResIndAdd | Address | plcPrimaryAdd |
| **Phone Number:** | plcResIndPhno | **Home Phone #:** | plcPrimaryHomePhno |
| **funding source:** plc2ResIndFundSource | | **Work Phone #:** | plcPrimaryWorkPhno |
| **Cell Phone #:** | plcPrimaryCellPhno |
| **E-mail address:** | plcPrimaryEmail |

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| Legal guardian | |  | Legal guardian | |
| **address:** | plcLegalGuardAdd | **address:** | plcLegalGuard2Add |
| **Home Phone #:** | plcLegalGuardHomePhno | **Home Phone #:** | plcLegalGuard2HomePhno |
| **Work Phone #:** | plcLegalGuardWorkPhno | **Work Phone #:** | plcLegalGuard2WorkPhno |
| **Cell Phone #:** | plcLegalGuardCellPhno | **Cell Phone #:** | plcLegalGuard2CellPhno |
| **E-mail address:** | plcLegalGuardEmail | **E-mail address:** | plcLegalGuard2Email |

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| **support coordinator** | |  | advocate | |
| **address:** | plcSupportCrdntrAdd | **address:** | plcAdvocateAdd |
| **Work Phone #:** | plcSupportCrdntrWorkPhno | **Work Phone #:** | plcAdvocateWorkPhno |
| **Cell Phone #:** | plcSupportCrdntrCellPhno | **Cell Phone #:** | plcAdvocateCellPhno |
| **E-mail address:** | plcSupportCrdntrEmail | **E-mail address:** | plcAdvocateEmail |

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| **Diagnoses:** |  | |
| plcADiagnoses | | plcBDiagnoses |
| plcCDiagnoses | | plcDDiagnoses |
| plcEDiagnoses | | plcFDiagnoses |

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| LEVEL OF SUPERVISION |

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| GENERAL | |
| **BATHROOM** | plcSprGenBath |
| **ON CAMPUS** | plcSprGenOnCampus |
| **WHEN TRANSPORTING** | plcSprGenTransport |
| **OFF CAMPUS** | plcSprGenOffCampus |
| **POOL / SWIMMING** | plcSprGenPool |
| **VAN** | plcSprGenVan |

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| HOME / RESIDENTIAL | |  | DAY PROGRAM | |
| **COMMON AREAS** | plcSprHomeCmnArea | **TASK / BREAK** | plcSprDayPgmTask |
| **BEDROOM AWAKE** | plcSprHomeBedrmAwake | **TRANSITIONS INSIDE** | plcSprDayPgmTrans |
| **BEDROOM ASLEEP** | plcSprHomeBedrmAsleep | **TRANSITIONS UNEVEN GROUND** | plcUSprDayPgmTrans |

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| **EVACUATION SKILLS (HOW DOES THIS PERSON EVACUATE DURING FIRE DRILLS, WHAT ASSISTANCE DO THEY NEED)** |
| * RISK OF RESISTANCE: plcEvacuationRisk * MOBILITY: plcEvacuationMobility * NEED FOR EXTRA HELP: plcEvacuationNeed * RESPONSE TO INSTRUCTIONS: plcEvacuationResponse * CONSCIOUSNESS: plcEvacuationConsciousness * WAKING RESPONSE: plcEvacuationWaking |

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| MEDICAL INFORMATION | |
| ALLERGIES | plcMedicalAllergies |
| SEIZURES | plcMedicalSeizures |
| DIET | plcMedicalDiet |
| OTHER | plcMedicalOther |

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| **LIFTING / TRANSFERS (HOW DOES THIS PERSON TRANSFER, HOW ARE THEY LIFTED – IF APPLICABLE)** |
| * plcLifting1 * plc2Lifting |

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| **AMBULATION (HOW DOES THIS PERSON GET FROM PLACE TO PLACE)** |
| * plcAmbulation1 * plc2Ambulation |

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| **TOILETING (GENERAL INFORMATION-WHAT ARE THEY ABLE TO DO-WHAT KIND OF SUPPORT/ASSISTANCE IS NEEDED)** |
| * plcToileting1 * plc2Toileting |

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| **EATING (GENERAL INFORMATION-WHAT ARE THEY ABLE TO DO-WHAT KIND OF SUPPORT/ASSISTANCE IS NEEDED)** |
| * plcEating1 * plc2Eating |

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| **SHOWERING (GENERAL INFORMATION-WHAT ARE THEY ABLE TO DO-WHAT KIND OF SUPPORT/ASSISTANCE IS NEEDED)** |
| * plcShowering1 * plc2Showering |

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| **TOOTHBRUSHING (GENERAL INFORMATION-WHAT ARE THEY ABLE TO DO-WHAT KIND OF SUPPORT/ASSISTANCE IS NEEDED)** |
| * plcToothBrushing1 * plc2ToothBrushing |

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| **DRESSING (GENERAL INFORMATION-WHAT ARE THEY ABLE TO DO-WHAT KIND OF SUPPORT/ASSISTANCE IS NEEDED)** |
| * plcDressing1 * plc2Dressing |

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| **SKIN CARE/SKIN INTEGRITY (GENERAL INFORMATION-SPECIAL CARE NEEDS-WHAT KIND OF SUPPORT/ASSISTANCE IS NEEDED)** |
| * plcSkinCare1 * plc2SkinCare |

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| **COMMUNICATION (HOW DOES THIS PERSON COMMUNICATE, WORDS USED, WORDS TO AVOID, ETC)** |
| * plcCommunication1 * plc2Communication |

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| **ADAPTIVE EQUIPMENT / HEALTH RELATED PROTECTIONS** | | | |
| **ITEM** | **SCHEDULE FOR USE** | **STORAGE LOCATION** | **CLEANING INSTRUCTIONS** |
| plcAAdptEquipItem | plcAAdptEquipSchedule | plcAAdptEquipStorage | plcAAdptEquipCleaning |
| plcBAdptEquipItem | plcBAdptEquipSchedule | plcBAdptEquipStorage | plcBAdptEquipCleaning |
| plcCAdptEquipItem | plcCAdptEquipSchedule | plcCAdptEquipStorage | plcCAdptEquipCleaning |

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| **BASIC BEHAVIORAL INFORMATION** | | |
| **TARGET BEHAVIOR**  **(for acceleration & deceleration)** | **DEFINITION** | **RESPONSE / STRATEGY** |
| plcABehvTrgt | plcABehvDef | **antecedent:** plcABehvAnt |
| **fct:** plcABehvFCT |
| **consequence:**  plcABehvConsequence |
| plcBBehvTrgt | plcBBehvDef | **antecedent:** plcBBehvAnt |
| **fct:** plcBBehvFCT |
| **consequence:**  plcBBehvConsequence |
| plcCBehvTrgt | plcCBehvDef | **antecedent:** plcCBehvAnt |
| **fct:** plcCBehvFCT |
| **consequence:**  plcCBehvConsequence |

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| **PREFERRED ACTIVITIES** |
| * plcPreferredAct * plc2PreferredAct |

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| **GENERAL INFORMATION (IMPORTANT TO KNOW, WHAT GETS THIS PERSON UPSET, WHAT MAKES THEM HAPPY, THINGS TO WATCH OUT FOR, ANY IMPORTANT STRUCTURE NEEDED IN THEIR DAY, ROUTINES, PREFERRED ITEMS)** |
| * plcGeneralinfo * plc2Generalinfo |

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| **SUGGESTED PROACTIVE ENVIRONMENTAL PROCEDURES (WHAT CAN BE DONE IN THE ENVIRONMENT TO SUPPORT THIS PERSON, HOW SHOULD THE STAFF RESPOND IF THIS PERSON IS UPSET, ETC)** |
| * plcSuggestProactiveProc * plc2SuggestProactiveProc |

CLIENT PROFILE / PROTOCOL SUMMARY RESPONSIBILITIES

Prior to working with an individual, you must first be trained on the person’s profile/protocol summary. This document is updated on an “as needed” basis, and re-issued with a new “updated” date at the top of the document.The most recent changes will be reviewed and/or highlighted when the change occurs.

Please REVIEW protocol changes with someone in a supervisory position (i.e., Directors, Assistant Directors, Program Managers, Behavior Analysts, Voc Instructors, RSS’s, or Case Managers) before working with this individual. When you are trained in this new protocol, you and your trainer must sign this sheet below.

Please note:

1. Each time the individual’s profile/protocol summary is updated or reissued, all staff working with an individual need to be retrained on the profile/protocol summary. Each time you are trained, you and the trainer will need to sign the training log below.
2. Contact a supervisor for clarifications on any questions you have while working with an individual.
3. Never transfer LOS to another staff member without assuring the person’s explicit agreement to assume LOS.

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| **PRINT NAME** | **SIGNATURE** | **TRAINER** | **DATE** |
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