

ISP Workbook

Build it. Use it. Monitor it.

For families navigating the PDD program with a child who has a developmental disability | Parent Partnership Project | April 2026

This workbook is meant to grow with you through your child's ISP journey. It will help you understand how an Individual Support Plan is built, how to participate meaningfully in developing your child's plan, and how to monitor whether the plan is working.

Child's Name:

Date of Birth:

FSCD / PDD File #:

Parent / Guardian Name:

Caseworker Name:

Caseworker Phone / Email:

Supervisor Name (if known):

Service Provider / Agency:

Date Completed:

How to Use This Workbook

Read this page before you begin

This workbook is your planning toolkit. Work through each section in order with your Support Team. Each section has explanations, guided questions, and fill-in spaces.

What You Will Do in This Workbook

- Section 1 — Build your Support Team
- Section 2 — Identify goals and strengths
- Section 3 — Select support needs
- Section 4 — Align to Quality of Life outcomes
- Section 5 — Identify support strategies
- Section 6 — Write support objectives
- Section 7 — Complete ISP table
- Section 8 — Monitor and review



How to Use This Workbook

This workbook is your planning toolkit. It follows Alberta's Individual Support Planning best-practice guidelines, adapted for families. Work through each section with your Support Team. Fill in every section as completely as possible before your ISP meeting — and keep updating it as your child's goals change.

1	Build Your Support Team	Identify everyone who will help create and carry out the ISP.
2	Identify Goals and Strengths	Document what the individual wants and what they are good at.
3	Select Support Needs	List needs that are important TO and FOR the individual.
4	Align to Quality of Life Outcomes	Connect each need to a QoL domain and outcome.
5	Identify Support Strategies	Decide HOW each need will be supported.
6	Write Support Objectives	Set concrete, measurable steps for each strategy.
7	Complete ISP Table	Bring all sections together in one plan.
8	Monitor and Review	Track progress and update the plan regularly.

Best Practices for Using This Workbook

- Bring this workbook to every meeting with your caseworker, service provider, and support team.
- The individual should be central to every conversation — their voice matters most.
- Document changes as they happen — goals, strategies, and team members evolve over time.
- If you have concerns about how the ISP process is being conducted, connect with the Parent Partnership Project for support.

1

Build Your Support Team

A Support Team is the group of people who work together to create, implement, and monitor the ISP. The individual receiving supports is always at the centre. Record everyone who will be involved below.

Who Is Part of a Support Team?

Role	Description
The Individual	The person the ISP is for — their voice and wishes are the priority in every decision.
Parents / Guardians	Provide context, history, and advocacy; speak on behalf of the individual where needed.
Caseworker / DS Staff	Responsible for monitoring the ISP and ensuring it meets program requirements.
Service Provider / Agency	Coordinates day-to-day implementation; carries out assigned support objectives.
Therapists / Specialists	Provide professional assessments and strategies for specific support needs.
Educators / School Staff	Contribute knowledge of the individual's learning environment and goals.
Friends / Natural Supports	Family friends, community members, peers — informal but vital sources of support.

My Support Team — Record Here

Name	Role / Relationship	Phone / Email	Responsibilities in the ISP

Key Team Responsibilities

- Identify what is important TO and FOR the individual — both perspectives matter.
- Ensure the ISP is meaningful to the individual and their natural supports.
- Assign clear responsibility for each support strategy and objective.
- Set review dates and update the plan when goals or circumstances change.

2

Identify Goals and Strengths

Identifying the individual's goals is the most important step in the ISP process. The value of the entire plan depends on how well you understand what the person wants from their life. Goals must come from the individual — not from what others think is best for them.



Questions to Ask the Individual

Use open-ended questions. Listen actively. Note all forms of communication.

- ◆ How do you want to spend your day?
- ◆ What do you want to learn?
- ◆ Where do you want to live and work?
- ◆ Who do you want to spend time with?
- ◆ What would make you feel safer or more secure?
- ◆ What are you proud of? What are you good at?
- ◆ What is most important to you right now?
- ◆ What does a good life look like to you?



Strengths and Assets

Focus on what the individual CAN do. Strengths fall into three areas:

Conceptual: Language, reading, writing, self-motivation, time awareness, problem solving

Social: Gets along with others, responsible, confident, good citizenship, friendly

Practical: Personal care, money use, safety awareness, routines, transportation

Natural Supports: Family, friends, peers, community members, self-help groups

Goals — Record Here

Write the individual's goals in their own words wherever possible.

Goal (in the individual's own words)	Quality of Life Domain	Still Relevant? (check at each review)

List the individual's strengths, skills, interests, and natural supports. Use their own words wherever possible.

3

Select Support Needs

An ISP must reflect both what is important **TO** the individual (their personal goals and preferences) and what is important **FOR** the individual (health, safety, and other needs the team identifies). A strong ISP emerges from the collective wisdom of the individual and the Support Team.

Important TO the Individual

Based on personal goals and preferences:

- How they want to spend the day
- What they want to learn
- Where they want to live and work
- Who they want to spend time with
- Activities and hobbies they enjoy
- Community connections they value

Important FOR the Individual

Health, safety, and team-identified needs:

- Personal hygiene and grooming
- Taking medications safely
- Food safety and nutrition
- Protection from exploitation or harm
- Maintaining good physical and mental health
- Legal rights and financial safety

Support Needs — Record Here

Support Need	TO / FOR / Both	Quality of Life Domain	Priority (H / M / L)

4

Align Support Needs to Quality of Life Outcomes

Every support need should be connected to a Quality of Life (QoL) domain. This keeps the ISP outcome-oriented — focused on improving the person's actual life, not just completing tasks.

The 8 Quality of Life Domains — Quick Reference

Domain	Factor	Description
Emotional Well-Being	Well-Being	Happiness, safety, contentment, self-concept, how the individual feels about their life.
Physical Well-Being	Well-Being	Health, energy, access to medical care, activities of daily living, leisure.
Material Well-Being	Well-Being	Personal possessions, financial resources, housing, employment.
Personal Development	Independence	Learning, skills, education, competence — things the individual wants to learn and achieve.
Self-Determination	Independence	Autonomy, personal control, goals and values, choices about their own life.
Interpersonal Relations	Social Participation	Relationships with family and friends, interactions, types of support received.
Social Inclusion	Social Participation	Community participation, integration, community roles, social supports.
Rights	Social Participation	Human rights, legal rights, dignity, respect, being treated fairly.

Outcome Alignment — Record Here

For each goal from Section 2, identify the QoL outcome the individual wants to achieve.

Goal (from Section 2)	QoL Domain	Desired Outcome (what does success look like to this person?)

5

Identify Support Strategies

Support strategies are the **HOW** of the ISP — the specific actions, resources, and approaches the team will use to address each support need. Write strategies using **action verbs**: explore, teach, develop, implement, advocate for, access, arrange, connect, encourage, monitor.

System of Supports — Strategy Types

Strategy Type	Examples
Natural Supports	Family, friends, advocates, social networks, community involvement, befriending.
Technology (Cognitive)	Communication devices, apps, reminder systems, medication dispensers, speech recognition.
Prosthetics	Sensory aids, mobility assistance devices, adaptive equipment.
Skills & Knowledge	Step-by-step task guides, applied behaviour analysis, situational learning, education, training.
Environmental Accommodation	Ramps, adapted workspaces, modified transportation, visual cues, predictable environments.
Incentives	Recognition, personal goal setting, community participation, empowerment, self-directed ISP.
Personal Assets	Attitudes, interests, adaptive strengths (conceptual, social, practical).
Professional Services	Occupational Therapy, Physiotherapy, Speech Therapy, Psychology, Medical, Nursing.
Positive Behaviour Supports	Functional assessment, environment modification, teaching appropriate replacement behaviours.

Support Strategies — Record Here

Support Need (from Section 3)	Strategy Type	Support Strategy (write with an action verb)

6

Write Support Objectives

For every support strategy, the team must identify specific support objectives — the concrete steps and actions that will be taken. Support objectives make it possible to monitor whether the plan is working.

What Makes a Good Support Objective?

- Concrete and tangible — you can observe whether it happened
- Tied to a specific support strategy and goal
- Assigns responsibility to a named team member (not just the individual)
- Has a clear timeline — when will it be done or reviewed?
- Measurable — the team can rate it: Fully / Partially / Not Implemented

EXAMPLE: 'Staff will research 3 robot vacuum options and present to David by [date]'

NOT: 'David will clean his home 80% of the time'

Responsibility belongs to the whole Support Team — not just the individual.

Traditional behavioural objectives place the burden on the person.

Support objectives shift focus to WHAT THE TEAM WILL DO to help the individual achieve their goal. Every objective must have a named person responsible for it.

Support Objectives — Record Here

Support Strategy (from Sec. 5)	Support Objective (specific steps / actions)	Who Is Responsible	By When

7

Complete ISP Table

This table brings all sections together into your complete Individual Support Plan. Every row should flow logically: outcome → goal → support need → strategy → objective → responsibility → review.

Outcome / QoL Domain	Goal	Support Need	Support Strategy (How)	Support Objective (Steps / Actions)	Who Is Responsible	Review Date	Status

Status: ✓ Fully Implemented ■ Partially Implemented ✗ Not Implemented

8

Monitor and Review the ISP

The most effective ISPs are monitored regularly. Monitoring means checking whether objectives were implemented, whether goals are being achieved, and updating the plan when circumstances change. Monitoring is a collective team effort — the individual must be part of every review.

The Monitoring Process

Step	What to Do
1. List each support objective	Record every objective from Section 6 in the tracker below.
2. Confirm responsibility	Verify who on the team is responsible for each objective.
3. Rate the status	Fully Implemented / Partially Implemented / Not Implemented.
4. Ask the individual	"How's this working for you? Have your goals been achieved?"
5. Celebrate success	Recognize every step. Highlight what is working before discussing what isn't.
6. Adjust the plan	If an objective isn't working — change the strategy, not the goal.

Post-Monitoring Questions for the Team

- If fully implemented: Does this objective need to continue? At the same intensity?
- If partially implemented: What is the barrier? Is the objective unclear? Training needed?
- If not implemented: Is there confusion about who is responsible?
- Is the individual's goal still relevant? What changes need to be made?
- What unexpected opportunities have emerged that should be incorporated?

Progress Tracker

Goal	Support Objective	Who Is Responsible	Review Date	Status	Notes / Next Steps

**Final Checklist — Are You Ready?**

Use this checklist to confirm you have worked through every section and have everything in order before your next meeting or ISP review.

Step 1	☐ Support Team identified — names, roles, and responsibilities recorded	Done / In progress
Step 2	☐ Individual's goals documented — in their own words and confirmed with them	Done / In progress
Step 2	☐ Strengths and natural supports identified and recorded	Done / In progress
Step 3	☐ Support needs listed — both important TO and FOR the individual	Done / In progress
Step 3	☐ Each need marked as High / Medium / Low priority	Done / In progress
Step 4	☐ Support needs aligned to Quality of Life domains	Done / In progress
Step 4	☐ Desired outcome identified for each goal	Done / In progress
Step 5	☐ Support strategies selected — written with action verbs	Done / In progress
Step 6	☐ Support objectives written — concrete, measurable, with named responsibility	Done / In progress
Step 6	☐ Review dates set for each objective and the overall ISP	Done / In progress
Step 7	☐ Complete ISP table filled in and reviewed with the individual	Done / In progress
Step 8	☐ Monitoring process agreed upon — how often, who leads, how to document	Done / In progress
All Steps	☐ ISP reviewed with the individual — they confirm it reflects their goals	Done / In progress

You Are Ready When:

- ☐ Every section of this workbook is as complete as possible
- ☐ The individual has been meaningfully involved in every section
- ☐ The complete ISP table (Section 7) is filled in and agreed upon by the team
- ☐ All review dates are recorded and responsibilities are assigned
- ☐ You have a monitoring plan and know how to track progress

If you have concerns about the ISP process, connect with the Parent Partnership Project for support.