

Each person receiving services has an individualized Coordinated Services Support Plan Addendum (CSSP Addendum or CSSPA) and Individual Abuse Prevention Plan (IAPP).

As an employee of Lifeworks Services, you are required to review the person's CSSP Addendum and IAPP upon hire, annually, and each time there are changes and updates to the document.

Ask the authorized representative (the person you report to) to give you a copy of the CSSP addendum and IAPP to review. Return the CSSP addendum and the IAPP to the authorized representative when you are done reviewing it. You will be required to prove your knowledge of the document prior to being cleared to work with the individuals supported by Lifeworks.

The documents contain protected health information about the individual supported and may not be shared with anyone who does not provide supported services for the person.

If you have questions about the CSSP addendum or IAPP, please call the Lifeworks Training department at 651-454-2732 or e-mail trainingdept@lifeworks.org