

Each person receiving services has an individualized Support Plan Addendum (SP Addendum or SPA) and Individual Abuse Prevention Plan (IAPP). They are merged into a single document and named SPA/IAPP.

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

Ask the authorized representative (the person you report to) to give you a copy of the SPA/IAPP to review. Return the SP/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 Services.

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 SPA/IAPP, please call the Lifeworks Training department at 651-454-2732 or e-mail trainingforlifeworks@lifeworks.org