



Support Plan Addendum/Individual Abuse Prevention Plan Information

SPA/IAPP Review and Acknowledgment Guidelines

Each person receiving services through Lifeworks has a **Support Plan Addendum (SPA)** and an **Individual Abuse Prevention Plan (IAPP)**. These documents are required for anyone receiving a 245D service in Minnesota and serve as essential guides for providing individualized support. At Lifeworks, these two documents are combined into one, referred to as the **SPA/IAPP**.

As a Lifeworks Services employee, you are responsible for reviewing and acknowledging the individual's SPA/IAPP:

- **Upon hire**
- **Annually**
- **Whenever updates or changes are made**

If you do not have the most recent version of the SPA/IAPP, please request a copy from your **Support Manager** (the person you report to).

In **STAR Services**, you must confirm that you have reviewed the SPA/IAPP and that you are prepared to support the individual accordingly.

Please remember:

- The SPA/IAPP contains **protected health information (PHI)** and must only be shared with individuals who are directly involved in providing support services.
- If you have any questions or need clarification, contact your **Support Manager** or your **Lifeworks Service Coordinator**.

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