

## APPENDIX I: Service Summary

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Having a complete view of all Integrated Care Team members’ current work with the client provides everyone with the knowledge they need to build a comprehensive integrated plan of care. A service summary from each service provider should be shared with all Integrated Care Team members and the client and/or family and/or supporter ahead of the IPC Initial Meeting. This prepares everyone at the meeting to focus efforts on working together to write goals vs. updating each other on their own isolated work with the client and family.

The summary should be brief and can be in point form, highlighting key information relevant to integrated goal writing aligned with the client/family’s vision.

The Service Summary should include the following information:

- Integrated Care Team Member Name
- Agency/Organization
- Summary of current involvement
- Goals currently working on

Service Summary Template Example:

<b>Service Summary</b>	
<b>Integrated Care Team member:</b>	
<b>Agency or Organization:</b>	
<b>Summary of Current Involvement:</b>	
<b>Goals currently working on:</b>	