



## DOCUMENTATION FOR ICM & PEER EDUCATION TEAMS

### ICM Teams

#### **Data**

- Client self-reports/observations
- Your objective observations (affect, mood, appearance)

#### **Assessment**

- Describe the presenting issue
- Include any new data &/or recommendations for new efforts/services
- How has the **client driven the process** & what is the **client's response to their care plan**?

#### **Plan**

- What needs to be done to continue to support client voice/engagement?
- What are the goals/objectives & who is responsible for activities (client, you, their support system, etc.)?
- Are other supports/services needed?
- What is the next appointment/interaction?

### Peer Education Team

#### **Data**

- Needs Assessment data & the team's determination of need based on data objective observations

#### **Assessment**

- What is purpose of the event?
- What resources/supports are needed to plan for, implement and evaluate the event?
- How is this event connected to & reflective of the needs of the target population (RIC, high schools, other)?

#### **Plan**

- What are the goals/objectives for the event?
- What action steps are required to move forward (scheduling, marketing, materials, personnel, &/or \$\$)?
- How will you know that you have been successful - evaluation plan?
- What is the meeting plan to support the event?