

My Plan

About me...

Name

My Address

For you to be supported in the future, we need to know how you like to be supported and we need to know how you want to live. For this to happen, we need you to do a support plan.

You can do this by yourself, with family or friends or with support from a paid person or social worker

These are the 7 things we need to know

Section 1. What is important to you? These are things that make your life worth living, the things that make you feel happy

Section 2. Is there anything that you want to change or achieve? This can be based on things that are not going well in your life at the moment or they can be anything that is important to you to achieve

Section 3. What support do you need to be healthy, safe and well? How do you want that support to be provided? These are the tried and tested things that you know works for you.

Section 4. How will you stay in control and who will help you get your views across? It is important for us to know this to ensure that you are in control of your life as much as possible and that where it is not possible, people are working in your best interests

Section 5. How are you going to spend your money? You need to say what you will spend your money on. This needs to be a detailed breakdown of the costs to meet your needs

Section 6. How are you going to manage your money? You need to identify how your money will be managed, will it be a managed budget where you give your money to a service and they will manage it on your behalf, will you manage your budget yourself or have a family member manage it for you? Or will you have your budget as a 'virtual' budget which the local authority will manage on your behalf?

Section 7. What are you going to do to make your plan happen? This needs to be a detailed action plan relating back to your outcomes and support to ensure that your money is spent in the way that you said it would be.

Section One

What is important to you?

This should give us an idea of who you are and the things that make you feel happy, content and fulfilled.

You may consider

Your History

Important events and things that you have done in your life. Often people's histories can tell us a lot about things that are important to you and important relationships and events that have happened so far.

People

This tells us who is important to you in your life – this can include past relationships as well as people in your life now.

Things

This can include treasured possessions, pets, things that you enjoy doing including hobbies and interests.

Places

This can include any special places including buildings, places you feel comfortable and at ease

Religion, spirituality and culture

Is there anything that is important to you around your religion and culture? This can also include any spiritual beliefs that you may hold

Achievements

Is there anything in your life that you are particularly proud of?

Now and in the future

What needs to happen in your life for you to feel valued and respected as a person? What are your hopes for your life and how do you want your life to be?

Section Two

What do you want to change or achieve?

Think about things that are happening in your life at the moment. Is there anything that is going particularly well or not?

What are you happy with in your life? What are you unhappy with? Do you want to do something to change those things?

Use the What's working/Not working tool on the following page to help you to think about this. You can do this from different people's perspectives

You might also have your own ideas about things that you want to change and achieve. What are those ideas?

These things will be used to develop the outcomes that you want to achieve. The outcomes will be clear, concise and measurable. When you have had chance to put your plan into action, it is the outcomes that will be reviewed to see if they are being met through the support you said you wanted.

What's Working

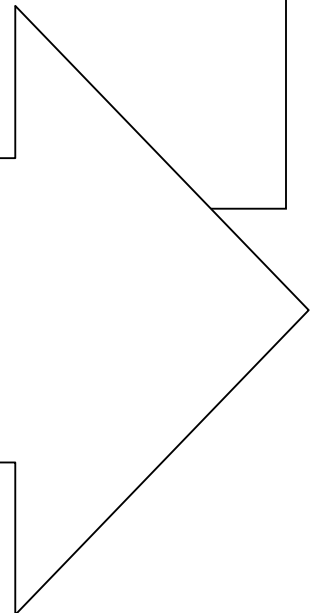
What's not working

Your point
of view/

Family

staff

What needs to happen next to build on what's working and
change what's not working?



Outcomes I want to achieve

Outcomes need to be identified by you or by people who are working in your best interests. They need to be SMART

Specific, measurable, achievable, realistic and have a deadline (timely)

Most Important Outcome

1. _____

Second Most important Outcome

2. _____

Third Most important Outcome

3 _____

Other outcomes

4 _____

5 _____

6. _____

7. _____

8. _____

Section 3

How will you be supported?

What do you need to be healthy and safe?

In this section you need to think about what keeps you healthy and safe. If there is anything that puts you at risk, you need to mention it and the support or help you need to help you balance the risk.

Support that you want or need should include things like personal care, support that you need with eating and drinking, medication etc. Whatever you need support with. Include as much detail as you are comfortable with. If you have difficulties with communicating, ensure that you include information about how you communicate. (there are communication charts attached if you would like to use these)

You need to identify when you need support, where, who you need/want support from in order to meet your outcomes

You need to consider if there are any details that will help people to support you including allergies and intolerances

Skills wanted

Support wanted and needed

Staff

Matching

Personality Characteristics needed

Shared common interests



Recording goodsupport

Know this about me	And Do this

Section 4

How will you use your personal budget?

In this section you need to identify how you are going to spend your personal budget.

(You only need to do this section when you have received your indicative budget)

This section will help you to explore how you will spend your budget to meet your outcomes and needs.

There are different things that you need to consider for this section.

You need to decide **how** you will meet your outcomes and needs

You need to identify how much the support will cost and you will need detailed breakdown of costs

You can also include your other personal money in the plan, however you must ensure that you identify whether it is coming from your personal budget or from your own money (For example DLA or Attendance Allowance)

Exploring outcomes and options

My Outcomes	Possible options	Cost

My Outcomes	Possible options	Cost

When you have identified the possible options to meet outcomes, weigh up the pros and cons of each option, think about which option you would be happiest with and more likely to follow through.

This should help you to identify your preferred option

Item	What Outcome this will achieve or help me achieve?	How much will it cost?	How much of my annual budget is left?

How will your support be managed?

You will need to identify how you want to receive your personal budget.

Will you have it as a direct payment that you will manage?

Will you have it as a direct payment for it to be managed by a 3rd party? For example family member/circle of support?

Will you have it as a managed budget which will be managed by a care agency/service (External to the Local Authority)

Will you have it as a managed budget to be managed by the Local Authority?

You can have a mixture of the above

We need to know that your support is being managed legally and safely and we must ensure that you/your family member is not at risk

If you are employing a PA independently, you must consider insurance, tax, national insurance, CRB Checks, recruitment of PAs gathering of references etc. – This all seems a lot of work and very difficult – there are organisations available to help with this, ask your social worker to refer you.

You can pay for PA support services through your personal budget.

How will you stay in control?

It is very important that we know how you will stay in control to ensure that you are able to live the life that you want to live. We need to know that other people are not making your decisions for you and without you when you can make them yourself. If you are not able to make decisions yourself, we need to know who will support you and make the final decision

How I like my information	How to present choice to me	How can you help me to understand	When are the best times for me to make decisions	When are the worse times for me to make decisions

Important decisions I need to make in my life	How I must be involved and who can help?	Who Makes the final decision?

What are you going to do to make this plan happen?

You must include a detailed action plan that will ensure that everyone knows who is doing what. The plan must be clear and detailed.

Action Plan

Outcome	Action	Who	By When

Outcome	Action	Who	By When

Questions to answer/issues to resolve

Use this page to make notes of questions/queries you may have for your social worker