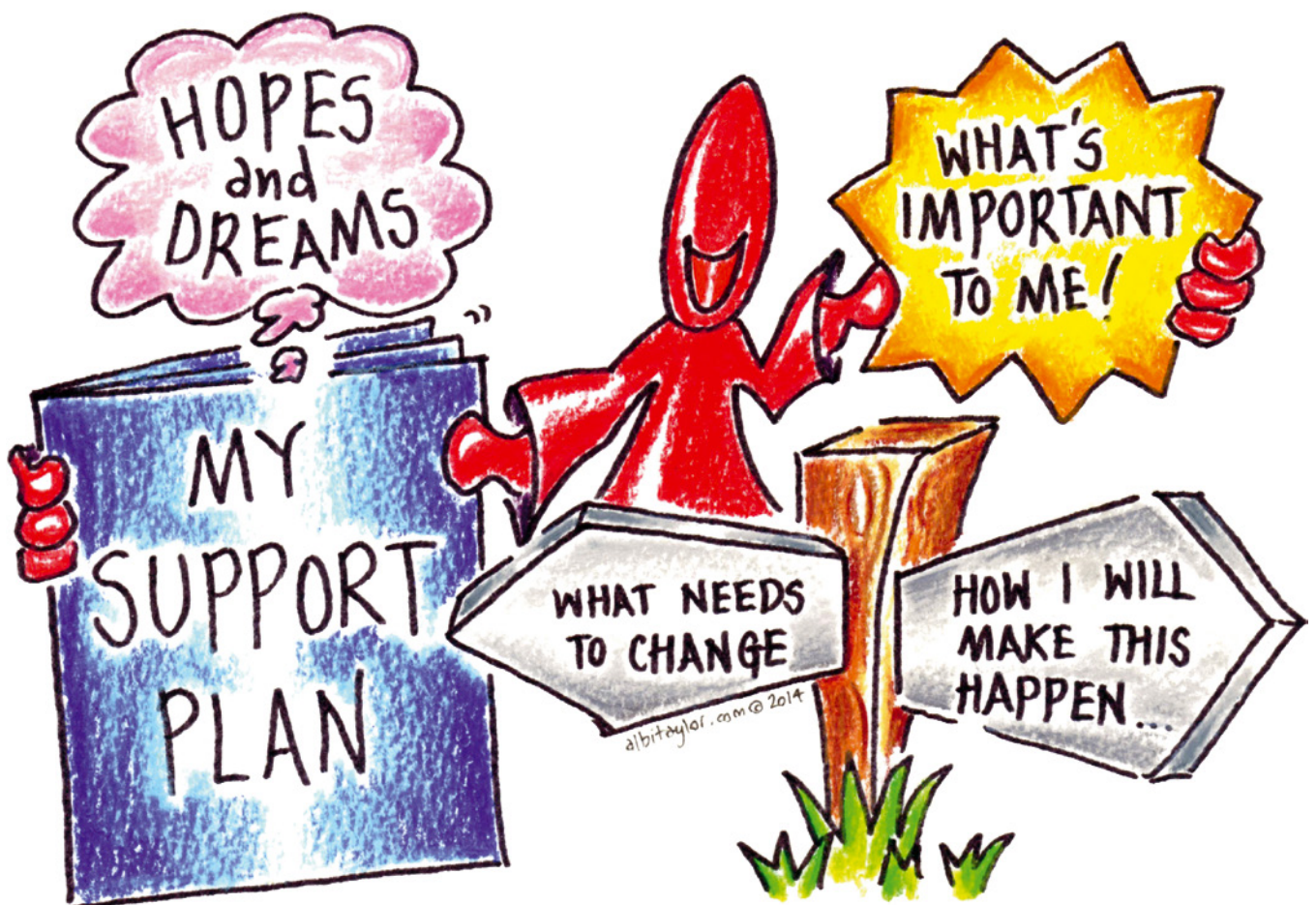


# Thinking about your Support Plan

A workbook to help you think about  
and develop a support plan



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# Introduction

This workbook is intended as a helpful guide for anyone who is thinking about developing a support plan. It is not meant to be a comprehensive list of all the tools that could be used, or as something that everyone should work through page by page. It is simply a collection of person centred tools and exercises that we have found useful in support planning with families and individuals. Enjoy!

## The Seven Steps of Self-Directed Support



The seven steps of self-directed support describe a straightforward process that can be followed so that people can be in control of their lives and their support. Not all the steps take the same time or need the same input. This workbook provides tools to help people when going through step 3 'Making my plan'.

2

What  
resources  
have I got?

In order to effectively develop a plan, people need to know the resources they can use or access upfront i.e. in advance of the planning stage. This includes the financial resources (the budget) available to them as well as the natural and community resources they can access.

3

Making  
a plan

Making a plan is the most important stage in any self-directed support process, as this is where people plan how they can use all the resources at their disposal in a way that works best and makes most sense for them.

# The seven criteria of a successful support plan

The seven criteria of a successful support plan describes what needs to be in a plan - the essential elements - for it to be agreed. You should bear these criteria in mind when developing a plan.

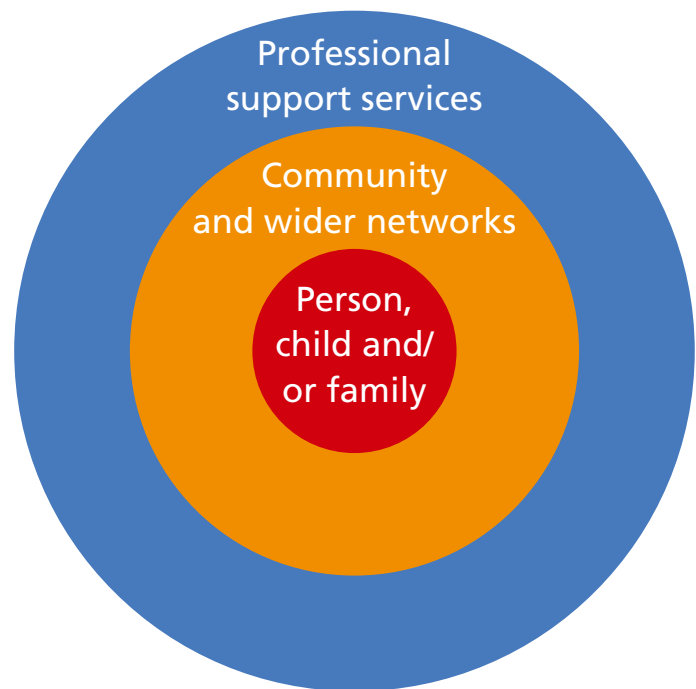
Steps/Criteria	It should include	It will not be agreed if
<b>1</b> What is important to you?	Information about you. Your hopes, dreams and aspirations, important people and places, hobbies and interests.	It is not individual and specific to you.
<b>2</b> What do you want to achieve or change?	Things you want to change and things that need to stay the same.	It is not clear, and it would make your life worse.
<b>3</b> How you will be supported?	You should think about where, when and how you want to be supported.	It is not clear how your support is going to be organised or it puts you or others at risk.
<b>4</b> How will you use your Budget?	This should include detailed costs for the year, including any one off purchases.	It is not clear how you will be spending the money.
<b>5</b> How will your support be managed?	How will you manage your money How you will organise your Support and back up plans for when things are not going so well.	It is not clear how your day to day support will be organised.
<b>6</b> How will you stay in control?	How will you make your decisions and what if any support you need to help you with this.	If other people are making the decisions for you.
<b>7</b> Taking the first steps. What will you do to make this happen?	A detailed plan of who is going to do what and when.	No detail of who is going to do what and when.

# Thinking about Support Planning

When doing any support planning we should think about all the resources we have and where the person or their family sits in relation to natural, community and paid supports. These graphics can help us to begin our thinking about this.

## Person, child and/or family at the centre

When thinking about support planning we should think about all the support the person needs, both ordinary with little or no costs attached, and as well as paid for support services.



## Real Wealth

Our 'real wealth' includes all the gifts, skills, talents, connections and assets we have. These are the things that make us stronger and more resilient.

# Good day, bad day...

The good day, bad day exercise is a simple way to find out and describe what a good day and a bad day looks and feels like. It can be particularly useful in helping to think about how to plan for more good days!

Good day	Bad day
Think about people, places and activities etc.	Think about who you are with, how you're feeling etc.

# Important to and Important for

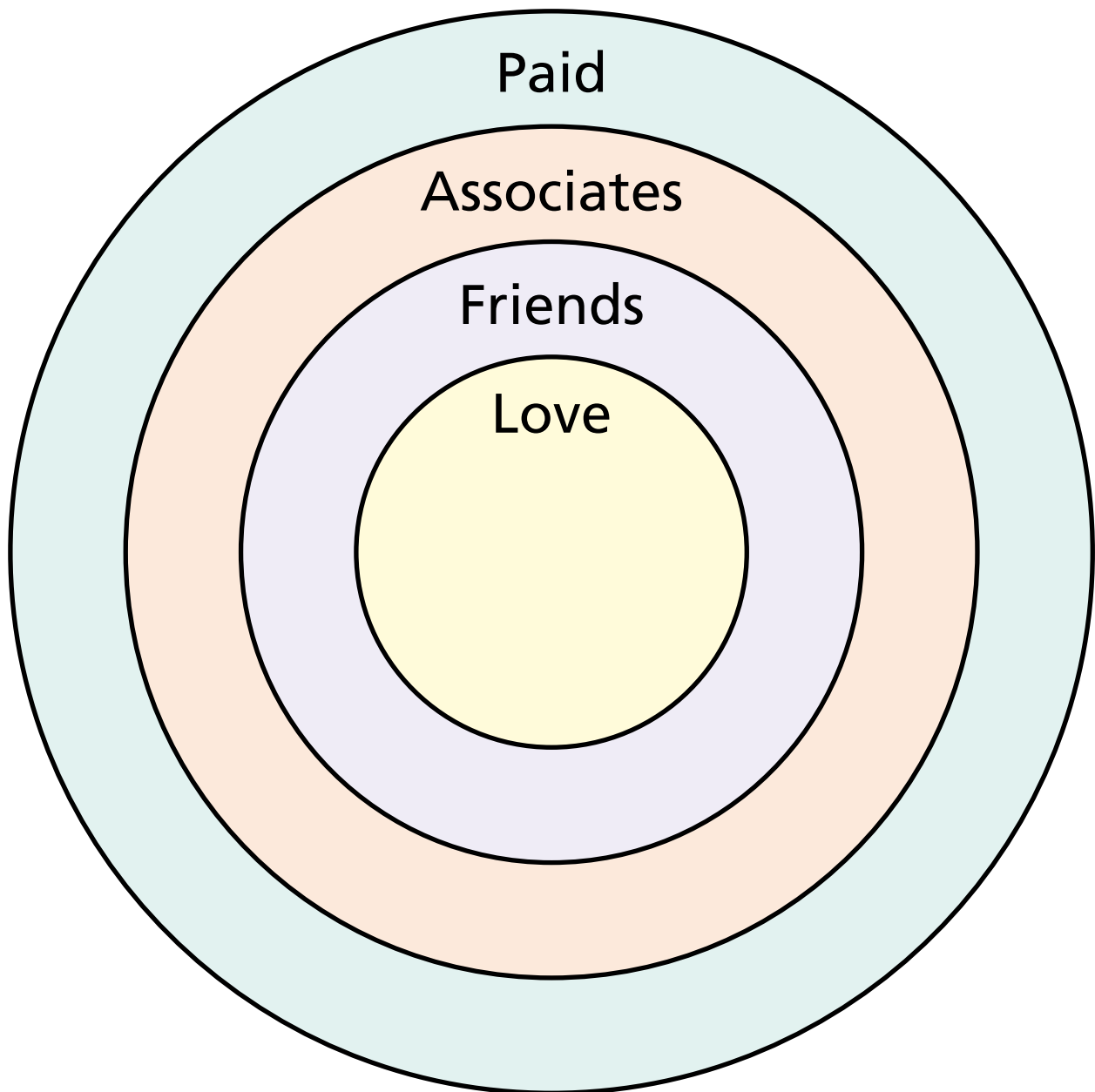
Sometimes the things that are important **to** us are different from the things that are important **for** us. Use this exercise to think about what you enjoy doing, what makes you laugh and brings you joy, and what you know is important for you, for example keeping fit and healthy, taking your medication etc.

What is important <b>TO</b> me	What is important <b>FOR</b> me

# Who is in my life?

Relationship maps help you think about who is in your life and identify where planning may help you fill in gaps.

Use this tool to list who is already in your life that may be able to help you plan your support. They may also be willing to become more involved in your life if invited.





# What's working?

What needs to stay the same and what I want to change. Remember that you should think about all your family and/or staff who are involved with you as it may feel different with different people.

Working	Not working
---------	-------------

Me

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Family

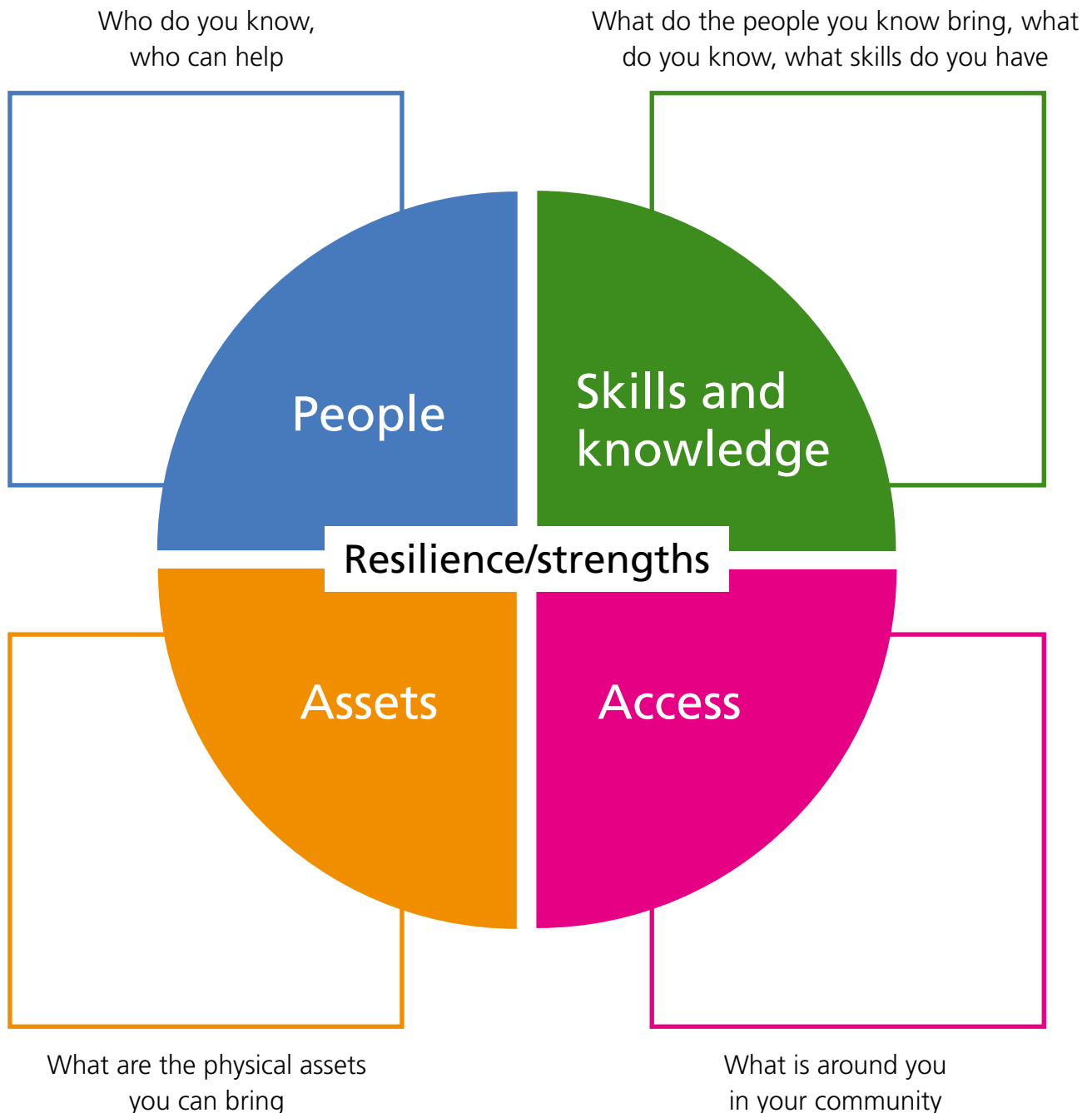
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Staff

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# Assets and resources

This tool is used as a way to describe the resources and assets that we already have that help us make decisions, live our lives, be safe, secure, happy and learning. We can then see how a budget can be used to add to and/or enhance these resources.



# Who is.....?

This is just a simple way to try to describe and write down the skills and gifts of the person for whom the plan is being developed. Write down: What makes you love them? What are they really good at? What are they passionate about? What are their hobbies and interests?

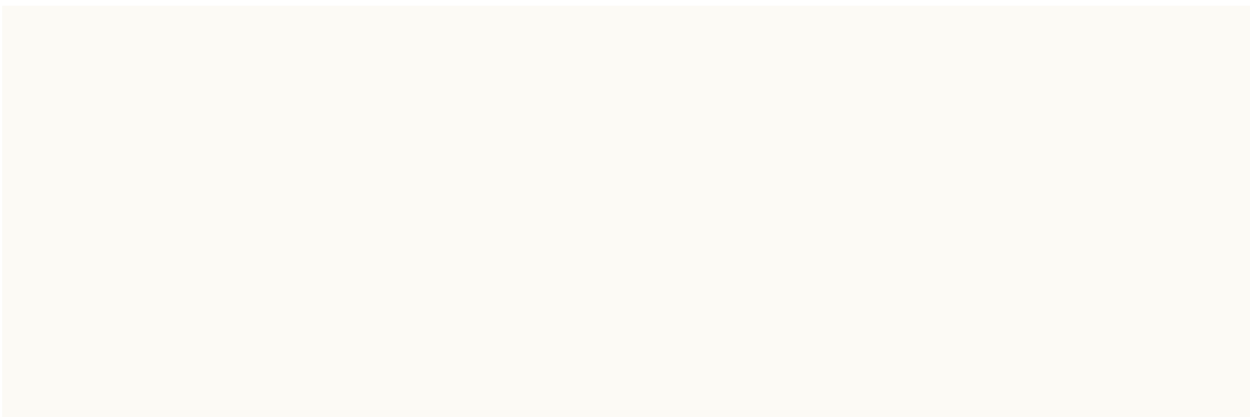
# Your hopes and dreams

We all have hopes and dreams. It is one of things that makes us human. Try and think about them for the next couple months, next year and later in your life and describe them under the long term, medium term and short term headings.

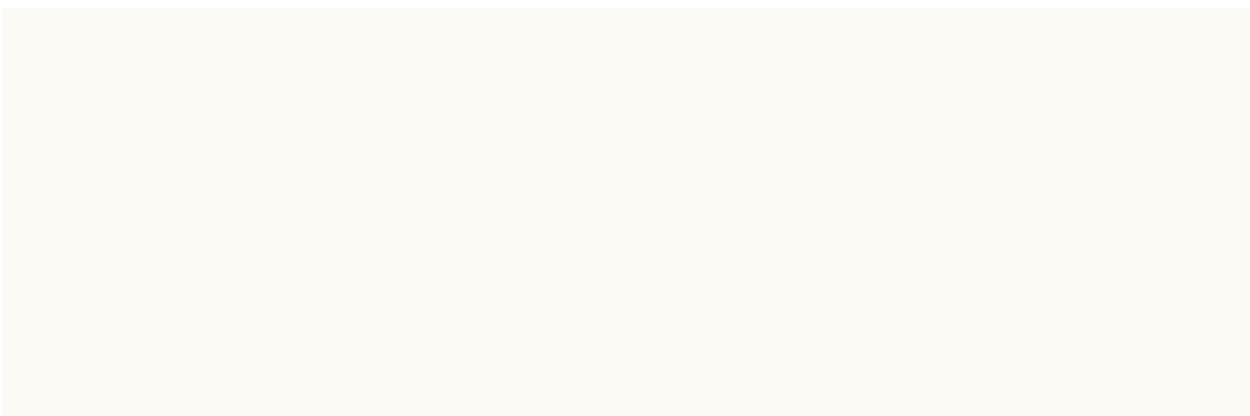
## Long term.....



## Medium term.....



## Short term.....



# Focusing on Outcomes

What will help you to achieve the things you want? Remember to use all the resources you have thought about and described during planning.

Outcome	Action / Activity	Support

# A weekly plan of support

Use this weekly planner to describe the support that you already have in place and to identify the pressure points where future support will be needed.

Day	morning	Afternoon	Evening	Overnight	Paid hours		
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

# How I will spend my budget

This table is used to describe how any available budget will be spent either on a four weekly, quarterly or annual basis and to outline any 'one off' expenditure that you have identified.

Period				
	4 Weekly	Quartely	Annual	One off
Description				
Cost				
Total				

# Back-up plans

We don't like to think of times when things go wrong, but it is at these times we have little energy to make good decisions. It is far better to think about them now. Try to be as honest as possible.

14

Costs					
Who will help?					
Action					
Description					



# Managing My Budget

Describe who will manage your budget and how it will be managed. How often will this be done and how will information be shared?

Who?	
How?	
When?	

# Staying In Control

It is helpful to describe in a support plan how you like to get information; in what format and if someone needs to get in touch, what are the best times for you.

I want to get information...	
You can help me understand by..	
The best times for me are....	

# Reviewing my plan

Anyone who has developed a plan and receiving a budget from their local authority should have this reviewed regularly to ensure the plan still meets agreed outcomes. Describe here the ways that would work best for you when this happens.

How I would like my plan checked? Who I would like involved?  
When I would like it checked?

16

## Is it working?

How will different people be able to tell if your plan is working well. what will be happening in your life and how will you be feeling?

We will know my plan is working if.....

# More information

This workbook was brought together as part of work funded by the Scottish government to support the successful implementation of self-directed support. It has proved particularly useful when working together with individuals, families, social work practitioners and providers. If you want to know more about how this has worked, please contact any of the organisations and/or people involved.

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## Acknowledgements

Grateful thanks go to Marsha Forrest, Jack Pearpoint, John O'Brien and many others for developing the Person Centred Planning tools that help us think about what really matters to people. Most of the content in this workbook comes from their relentless work in this area. We would also like to thank Helen Sanderson Associates for developing the 'The seven criteria of a successful support plan' that we have reprinted on page 2 of the workbook.

# About the organisations involved



The aim of **In Control Scotland** is to support the development of a sustainable system of self-directed support in

Scotland where individuals and families can exercise choice and control over their lives, supports and the resources available to them. In Control Scotland work with people and organisations to help make this happen.



**Inspiring Inclusion** is an organisation founded to inspire, support and challenge people to live and work in ways that make it more likely that those we care about and support will

live rich and full lives and have their contribution welcomed and valued. Inspiring Inclusion does this by providing events, training and consultancy for organisations, communities and individuals.



Founded by Dr Simon Duffy, **Inclusion** has been offering personalised services since 1996 and has taken a lead in providing individually tailored supports in creative ways. Inclusion works with people in the central belt of Scotland and firmly believes that the people we work for are equal citizens and should have control over their own support to help transform their lives.



For more information and to download **Thinking about your Support Plan** visit:

[www.bit.ly/iCS-support-planning](http://www.bit.ly/iCS-support-planning)