

My Support Plan

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Introduction

This booklet is designed to help you to develop your support plan. This should be done with the help of your family, friends, carers and professionals who are involved in your life.

- ✚ It is important that your views, wishes and dreams are at the centre of this plan.
- ✚ The planning process does take time and will take place over a number of meetings of all the important people in your life, before you have your full support plan.
- ✚ This plan should be reviewed on a regular basis and updated to meet your changing needs.
- ✚ To complete this plan your supporters will help you to arrange meetings in a place that is comfortable to you and provide paper, pencils to help you complete your plan.

Stage 1

Understanding Me

My History

Your past is very important as it helps make you the person you are today. Thinking about your past experiences can help when planning for your future. To start creating your support plan let us work together to answer the following questions...

✚ Who has been the biggest influence in your life?

✚ What has been your proudest moment?

✚ Where is your favourite place and why?

✚ What was your best job?

✚ What are your hobbies, interests and passions? How has this changed over the years?

✚ What did you enjoy doing for fun as a young person? What has changed?

Let us spend a few moments thinking about your history.

✚ What are the top 7 events in your life that you think have helped make you who you are today?

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-
-
-
-
-
-

✚ What does this mean for your future?

✚ What does this mean for your support plan?

Who is important to Me

In your life you will have some people who are very important to you. To try and help you plan your life it is essential that we understand who these people are, how they have been involved in your life and how you want to involve them in your life in the future. Use the table below to help:

Name of person	Where they live	Why they are important

What is Important to Me



It is important that you tell us what the essential things in your life are. This allows us to begin to understand what skills and talents you have, how you want to live your life, who you want to be with and what you do not want to do. Use the questions below to help.

✚ Who is closest to you?

✚ Who do you have the most fun with? Think about what they are like and what makes them fun to be with.

✚ What do you do in a normal week? What would be your best week? What would be your worst week?

✚ If you have a bad day what do you do to try and feel better?

✚ What activities and interests are important to you?

✚ Where have you spent your favourite holiday? What made it special?

✚ What are your favourite possessions?

✚ What are your routines in the morning, during the day and in the evening? What makes these routines good or bad?
What is important about your routines?

✚ What is your favourite meal/drink? What food and drink is important to you?

✚ What celebrations are important to you?

How I want to be involved in my decision making

It is important that you feel able to be fully involved in making decisions about your life and being in control of your life. This part of your support plan will help us understand how you want to be involved in decision making and how you like information to be given to you to allow you to make real choices. Use the tables below to help.

How I like to get information	How to present me with choices	How you can help me to understand	When is the best time to ask me to make decisions	When is not the best time for me to make decisions

Now we know how you like to get information and make real choices, please help us to understand how you want to be involved in making decisions. Use the table below to help.

What are the important decisions in my life?	How must I be involved?	Who makes the final decision?

Stage 2

What I want from life

My hopes and dreams

Complete the chart below to help show us what you want to achieve in the future.



<p>Who would be in your life?</p>	<p>What would I do for fun? What would I do for work? What else would I do during the evenings, days, week-ends?</p>
<p>Where would I live? Where would I go?</p>	
<p>How would you feel if all this was happening in your life?</p>	

Good days and bad days

To help prepare a good support plan it is necessary for us to understand what your good days and not so good days are like, for you. Use the table below to allow us to understand what the good and bad days look like for you.

When you are thinking about your good days and your bad days look like make sure you include details such as:

✚ Where you are

✚ Who you are with

✚ What you do

✚ Where you go

✚ What you eat and drink

✚ What order you like things to happen in.

There may be other things that make you feel good or bad. Please tell us what these are.



Good Days



Bad Days

What works best for me

You have helped us understand what your good days and not so good days look like and how you would like to plan your week. It would also be helpful to know what things you have tried and what works best for you. Use the questions below to help.

- ✚ What do you want to keep doing? What is working well in this area and how do you want to develop this?

- ✚ What must be kept in your life?

- ✚ What areas of your life make you happy and contented?

- ✚ What is not working? What do you want to change and how would you like to change it? Can it be made to work better for you?

- ✚ What things would you prefer not to be in your life to make you feel better?

- ✚ What areas of your life feel unfulfilled? How could this be changed?

Stage 3

What gifts and resources I have

What gifts I have

In this section we will look at what gifts and skills you have, how you can make best use of these to be as independent as possible and what support you may need to help make best use of these. Use the questions below to help.

✚ What do others like and admire about you?

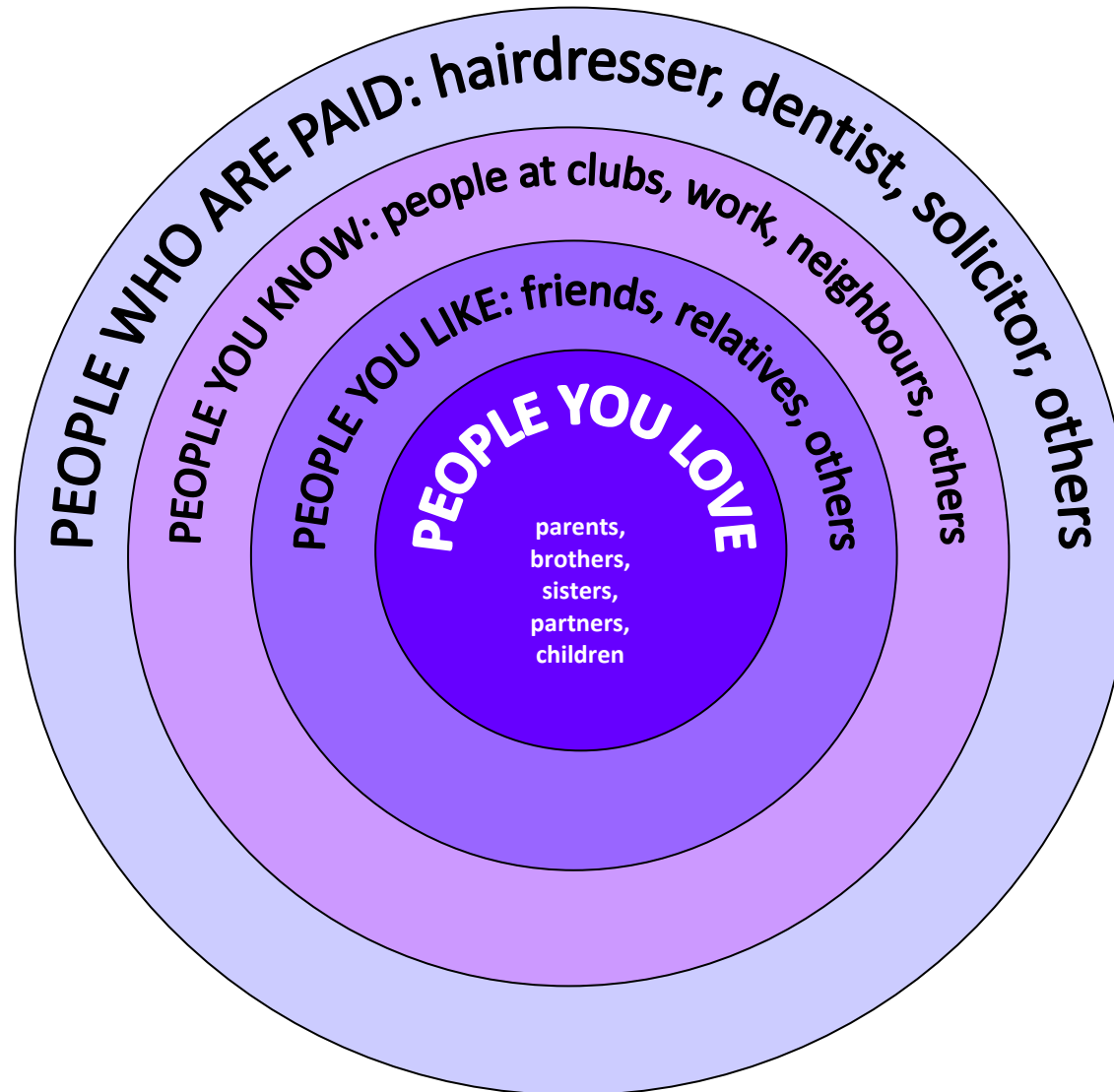
✚ What do you get thanked for or complimented on?

✚ In what way do you like to help people? What kind of support do you need to do this?

✚ What things do you do for yourself or think you could do with some help?

What are my community connections?

Use the Circle of Support below to help identify where your community networks exist.



How can I use these relationships?

Having identified your networks we now need to identify how they can be used to help you achieve your dreams.

For each of the people identified in your Circle of Support add the following information:

- ✚ Where do they live?
- ✚ What do they do? (e.g. work, leisure interests, hobbies and family)
- ✚ What knowledge do they have? (e.g. DIY, gardening, crafts, typing etc.)
- ✚ What resources do they have? (e.g. do they own a car/drive)

When thinking about the above it may be helpful to also start thinking about:

- ✚ What your networks have to offer you now and in the future?
- ✚ How you can get people more involved?
- ✚ What you have to offer the networks?
- ✚ What supports will you require to keep you linked into the networks?

My money

This part of your plan looks at how you may use your money to making your dreams a reality. The Highland Council will decide what your indicative budget will be on the basis of your assessed need. To prepare costings for your support package your social worker will help you complete a financial assessment. You may have additional money available which will allow you to pay for support for specific equipment or support. This funding may include some of the following:

Statutory Funding

Local Authority Funding/Personal Budget

Benefits – Income Support, DLA etc

Independent Living Fund

Access to Work

Other Sources of Funding

Wages

Money from your family

Trusts

Grants

Community charitable giving

Once you have identified how much you have available it may be helpful to begin to try and match your available resources to what you want to achieve in your life. There are going to be some essential things that you have to pay for example food. To do this it might be helpful to use the table below to help find out the essential costs.

From	For	Amount	Period

Having identified your sources of income, what they are meant to be spent on and how often they are paid, you now need to identify your regular costs for example food, transport, personal care.

You will also need to identify things you may need, which are bought on a less regular basis for example telephone, fuel and clothing.

And finally you need to identify things that you need to pay for that will need to be saved for and require planning in order for you to get them, for example equipment, respite and holidays.

Use the table below to help with this.

Essential Weekly Needs	Costs (£ per week)	Occasional Essential Needs (include time period)	Costs (£)	Planned Needs (include time period)	Costs (£)

Is this area of your life working well at the moment? If not explain what you would like this to change. Think about how this may be possible.

Developing my outcomes and creating options

Having helped create a picture of who you are, what you want from life and your skills and networks, you have now reached the point in the support plan where you need to decide what you want to achieve in the coming year. We call these your outcomes.

Your outcomes should be seen as the *result* of what you want to achieve from your plan.

Use the table below to show what outcomes you want to achieve and to think about how these may be achieved.

Outcome Number	Desired Outcome	How this will be achieved	Who will help	What resources will be required
1.				
2.				
3				
4.				

5.				
6.				

Stage 4

My support and action plan

Prioritising my goals and outcomes

You are now ready to develop your support and action plan. To help you decide what you need to achieve first, use the table completed at the end of Stage 3 where you recorded your outcomes, how they will be achieved and what are the most important things to help you reach your goals.

- ✚ Look at each one of your outcomes in turn. Some will be easier to achieve than others. Others will require a lot more planning and you will need to develop step by step actions to achieve these.
- ✚ Start by identifying the important outcomes for you.
- ✚ Work out how you can achieve each of these outcomes. Look back at the information given in Stage 1 – Understanding Me; Stage 2 – What I want from life; Stage 3 What gifts and resources I have. This will help to identify what you want, what works best for your life and what gifts and resources are available to help you achieve each outcome. Make sure that your plans build on your talents and skills.
- ✚ Check that these outcomes and actions are going to make the difference to your life that you want. Are you keen and motivated to do this?
- ✚ Make sure that your outcomes are realistic.
- ✚ Identify risks associated with each action, identify whether the risks are manageable and whether they are considered worth taking. Plan for the management of risks as appropriate.
- ✚ Each outcome should have a date for review. Outcomes should be reviewed at a minimum every 12 months.

Use the table below to match your outcomes with your resources and to decide how you can achieve what you want to do with what you have available to support this.

Outcomes/Goals	Actions Required and Timescale	Who will provide/ manage support	Financial Resource	Risks to be managed

Planning my week and my support

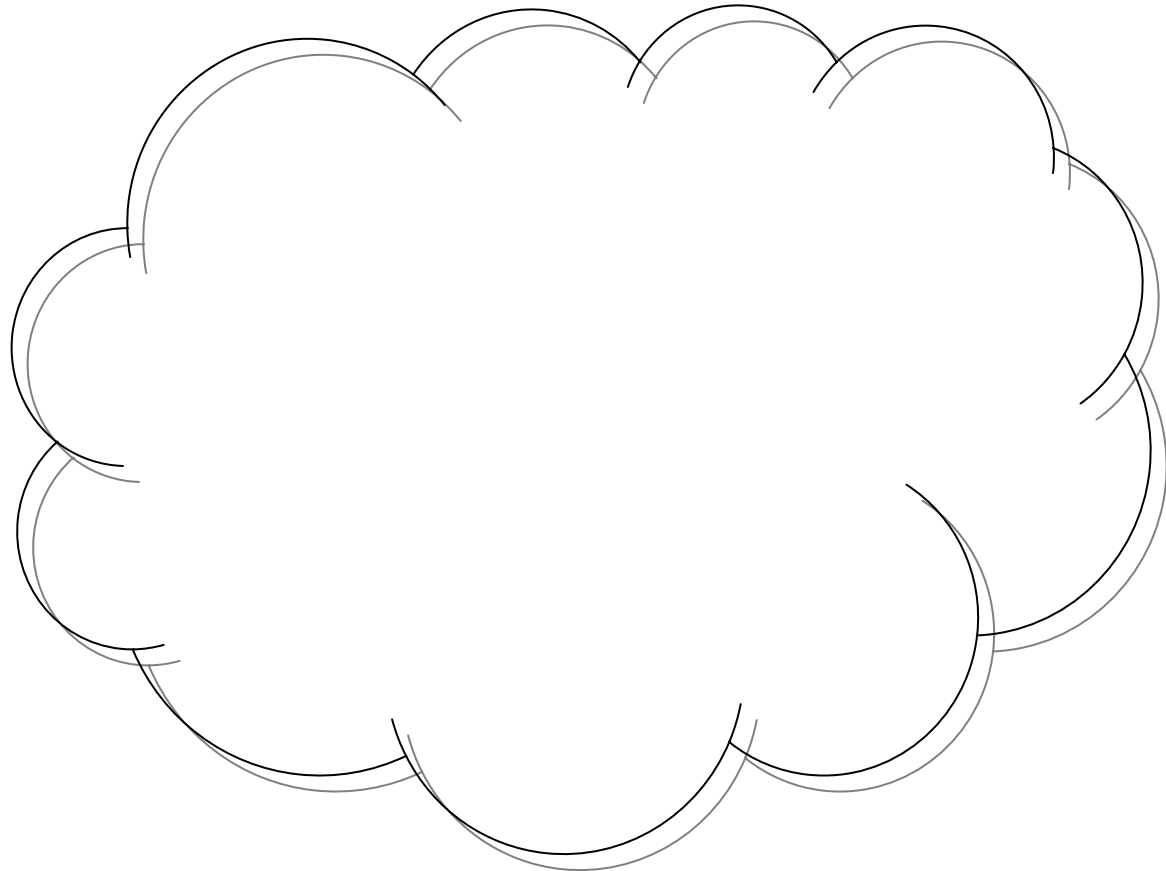
Having completed your support plan you need to work out how we can put this into action. The day to day tasks linked to your outcomes need to be identified so you can plan your week. Use the information from your support plan to complete your day to day plan. Make it clear where you need support and where it is coming from. Use the information from other sections of your support plan to say who is going to support you. Use the diary below to help you.

	Morning	Afternoon	Evening	Night
Monday	Task: Support:	Task: Support:	Task: Support:	Task: Support:
Tuesday	Task: Support:	Task: Support:	Task: Support:	Task: Support:
Wednesday	Task: Support:	Task: Support:	Task: Support:	Task: Support:
Thursday	Task: Support:	Task: Support:	Task: Support:	Task: Support:

Friday	Task: Support:	Task: Support:	Task: Support:	Task: Support:
Saturday	Task: Support:	Task: Support:	Task: Support:	Task: Support:
Sunday	Task: Support:	Task: Support:	Task: Support:	Task: Support:

Matching my support and resources to help me achieve my dreams

Some of your dreams may take longer to achieve because your resources are limited. As part of your support plan it is important that we help you to keep hold of these dreams and help you to achieve them if possible. This may mean saving up for something or finding alternative ways of getting you to your goal. Use the box below to record your dreams. These will be included in planning and reviews as part of your long-term planning. My Plans for the future include:



My One Page Profile

Who I am

What people like about me

My talents and resources

What's important to me

How to support me