

Factsheet 27 – 14 April 2011 (2 Pages)

# Planning Your Support

## Your personal plan for the future

During a your life there will be times when extra help or support may be needed, it may be as simple as having assistance from a neighbour or friend, or having additional information or guidance to help you understand what help is available. At these times, it is often helpful to look in detail at key elements of your life, and think about what is working well and things that you may want to change.

This process often helps people really understand what they are able to do for themselves and be clear what additional help, if any, they may benefit from. A 'personal plan' helps people have greater choice and control over how they lead their life and any support they have.

Your care manager or social worker does not have to be involved in writing your personal plan but they do have the responsibility of agreeing your support before your personal budget money is made available to you.

## Why are support plans being introduced now?

We have changed the way we provide social care by estimating how much money we think you will need for your care and support. You may find it helpful to also read **Factsheet 6 Estimating your budget** and **Factsheet 7 Personal Budgets**, which explains more about how you can manage your money.

First of all we will give you a social care assessment to find out whether you are eligible for support from us. During your assessment we will have a **conversation about your support**. We will take into account your personal circumstances and preferences. You will have the chance to discuss your estimated budget with us, as well as the support you need to meet your eligible needs and how you wish the support to be provided.

You have the opportunity to make choices about how your support is delivered. A personal plan is one way to look at key elements of your life and think about what is important to you, things you want to change, how to support your needs and plan a way forward. This is equally applicable for someone who is planning care for another person.

## Can I get help with my personal plan?

People who know you well can help you with your plan, so long as they know what your maximum estimated budget amount is and have a copy of your original assessment. This may be your family, friends, staff who support you, an advocate or professionals such as a community nurse or occupational therapist. Of course you can also write it yourself.

**There are several templates that you may wish to use, on the following pages (templates1-6).**

## What does a personal plan look like?

Personal plans can be written in different ways. They may be short or long - with pictures or just text. It's important to stress that a personal plan is not another form to fill in. There is no 'ideal number of pages' to a personal plan, it's simply a place to record your thinking and decisions. When you are making your own plan, it doesn't matter what it looks like. There are some useful things to include in your plan:

- What are the important things in your life?
- What is working well?
- Are there things that you need help with?
- What do you want to change, do or achieve (your outcomes)?
- What can **you** do to achieve the things you want?
- Who or what can support you to do these things?
- If someone supports you what would you want them to do, what would help?
- How will you use your Personal Budget?

You may want to think about the following areas of your life:

- How you stay fit and healthy?
- Are there relationships with partners, family or friends that are important to you?
- Can you prepare meals, keep your home clean and look after your hygiene?

**There are several templates that you may wish to use, on the following pages (templates1-6).**

## Who sees my personal plan?

Your personal plan is your property and you decide who sees it. It is useful for people who have a supporting role to see it, as it is often important that they know who else is involved.

A personal support plan can be used as part of the Devon County Council assessment process and where people have eligible needs it would be very helpful for the social care representative to see and discuss it.

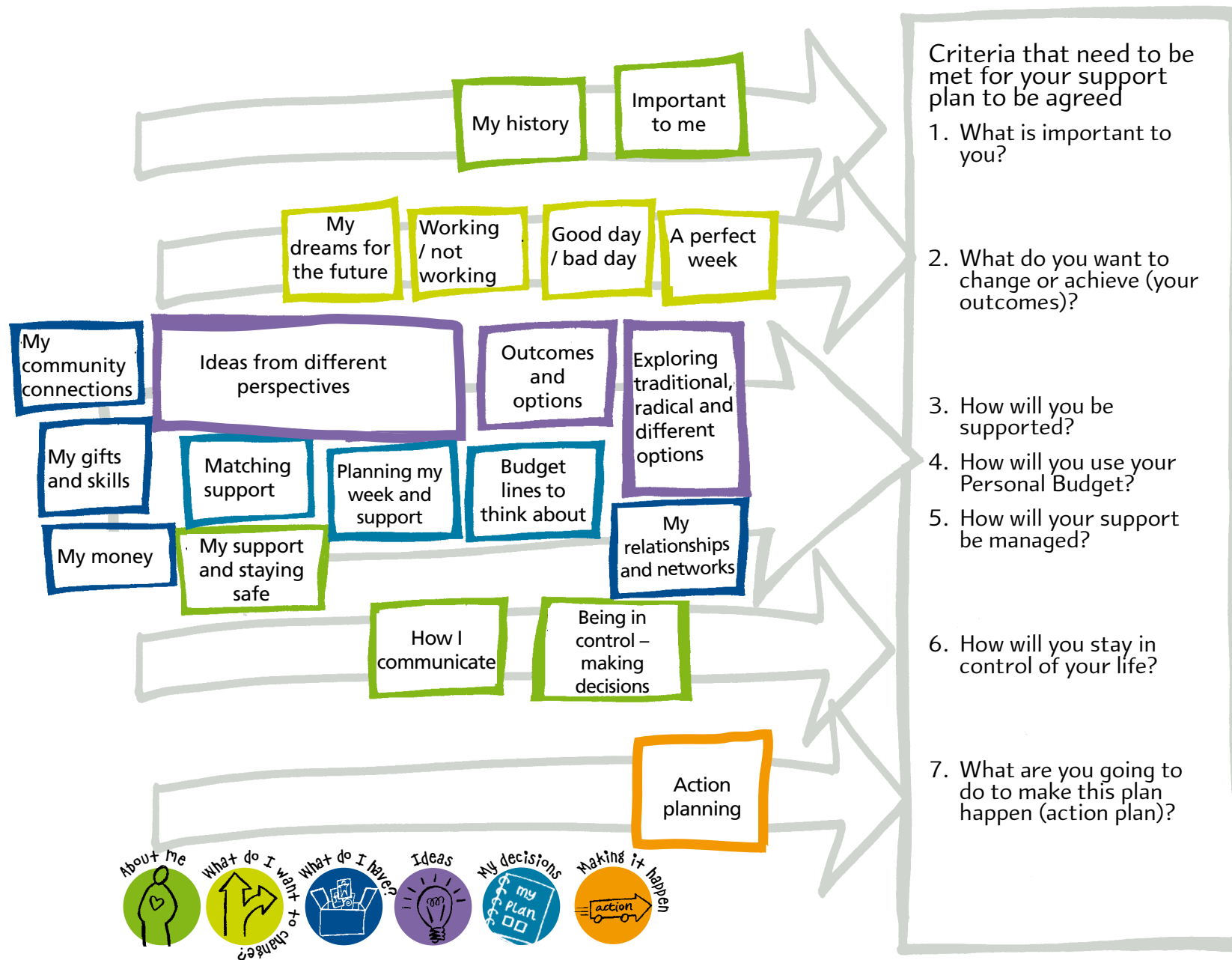
**Further factsheets** can be found online at [www.devon.gov.uk/factsheets](http://www.devon.gov.uk/factsheets)

If you have any further questions please contact **Care Direct 0845 1551 007**

A large print version of this factsheet is available on [www.devon.gov.uk/largeprint-factsheets](http://www.devon.gov.uk/largeprint-factsheets) but if you would like it in a different format such as Braille or audio, or in a different language, please contact our Customer Service Centre on 0845 155 1015 or email [customer@devon.gov.uk](mailto:customer@devon.gov.uk).

# Planning your support

This picture shows the type of questions that may help.



## Personal Plan

Name:

**My weekly allocation is £500.00**

(this includes Independent Living Funds (ILF) and any other source of public funds)

**What and who is important to me?**

- **Around work**  
(current / previous job, aspirations)
  
- **Around leisure**  
(frequent activities, clubs / events you attend, things you do in and out of the house, activities which make you happy)
  
- **In my relationships, include family, friends or pets**  
(visiting people, seeing friends, things you do now, things you would like to start doing with others)

## What support do I need?

- **What do I need to stay safe?**
  
- **What do I need to communicate and stay in control?**  
(interactions with those around you, things which make you feel independent, things others do which make you feel out of control)
  
- **What support do I need around my home?**  
(cooking, cleaning, preparing meals)
  
- **What support do I need in my personal care?**  
(taking a bath, shower, maintaining your appearance)
  
- **What support do I need around my health?**
  
- **Is there anything else I need support with?**  
(support in work, leisure, relationships)

## Who or how will my support be managed?

### I would like to spend my money on

(think about what you would like to spend it on and when, and if necessary, who can help you with that. Also think of any informal support or free activities which can help you do more with your money)

### Summary of costs

Staff support costs: £

Non staff costs: £

**Total budget agreed = £**

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

(write some objectives in here, for example: I get to see my friends once a month)

**If the following happens, we will know that my plan is not working....**

(write some points in here which you would like to avoid, for example: I am not able to go swimming once a week)

**Date I would like my plan to be reviewed on:**

**Date plan prepared:**

**Name of person preparing it:**

**Relationship to the individual who's plan this is:**

**Care Direct** adult social care information and advice **0845 1551 007**

Textphone 0845 1551 020 SMS Text 0777 3333 231

Devon County Council social care: [www.devon.gov.uk/socialcare](http://www.devon.gov.uk/socialcare)

Search for services in Devon: [www.directory.devon.gov.uk](http://www.directory.devon.gov.uk)

## Personal Plan

Your name:

Your budget: £

Date:

Topic	Prompt questions	Your thoughts
<b>About yourself</b>	<p>How are you today?</p> <p>What are you proud of in your life, family or work?</p> <p>What was your life like in the past?</p>	
<b>Where you live</b>	<p>Do you like your home?</p> <p>Do you imagine staying where you are?</p> <p>Are you comfortable living there?</p>	
<b>People in your life now</b>	<p>Who is important to you?</p> <p>Why are they important?</p> <p>Who would you like to see more often?</p>	
<b>How you spend your time</b>	<p>What time do you spend with others?</p> <p>What time do you spend on your own?</p>	
<b>Your ideal routine</b>	<p>What is a good day for you?</p> <p>What is a bad day for you?</p> <p>How would you like your week to be?</p>	

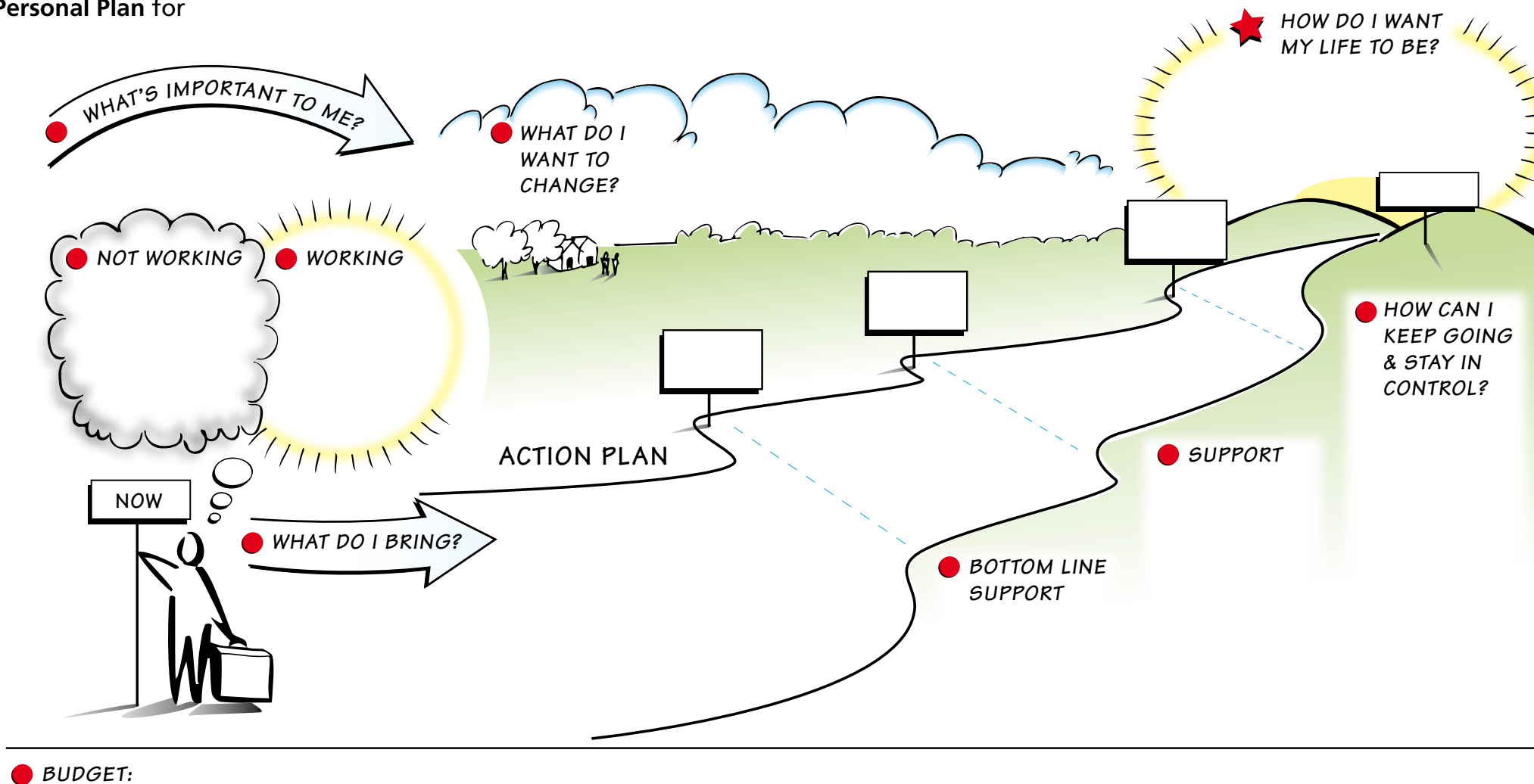
<b>Topic</b>	<b>Prompt questions</b>	<b>Your thoughts</b>
<b>Your ambitions</b>	<p>What matters to you?</p> <p>What do you miss that you no longer do?</p> <p>How would you start doing that again?</p> <p>What do you want to keep the same?</p>	
<b>Priorities</b>	<p>What must you have in your life?</p> <p>What would be nice to have in your life?</p> <p>What would you change about your life?</p>	
<b>Difficulties and concerns</b>	<p>What could get in the way of this?</p> <p>How is your health?</p> <p>Is there anything you worry about?</p>	
<b>What could help</b>	<p>What would change the situation?</p> <p>How can you take control?</p> <p>Who could support you?</p>	
<b>What life could be like</b>	<p>Where do you want to be in 12 months time?</p> <p>What would you like to happen?</p>	

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# Planning your support

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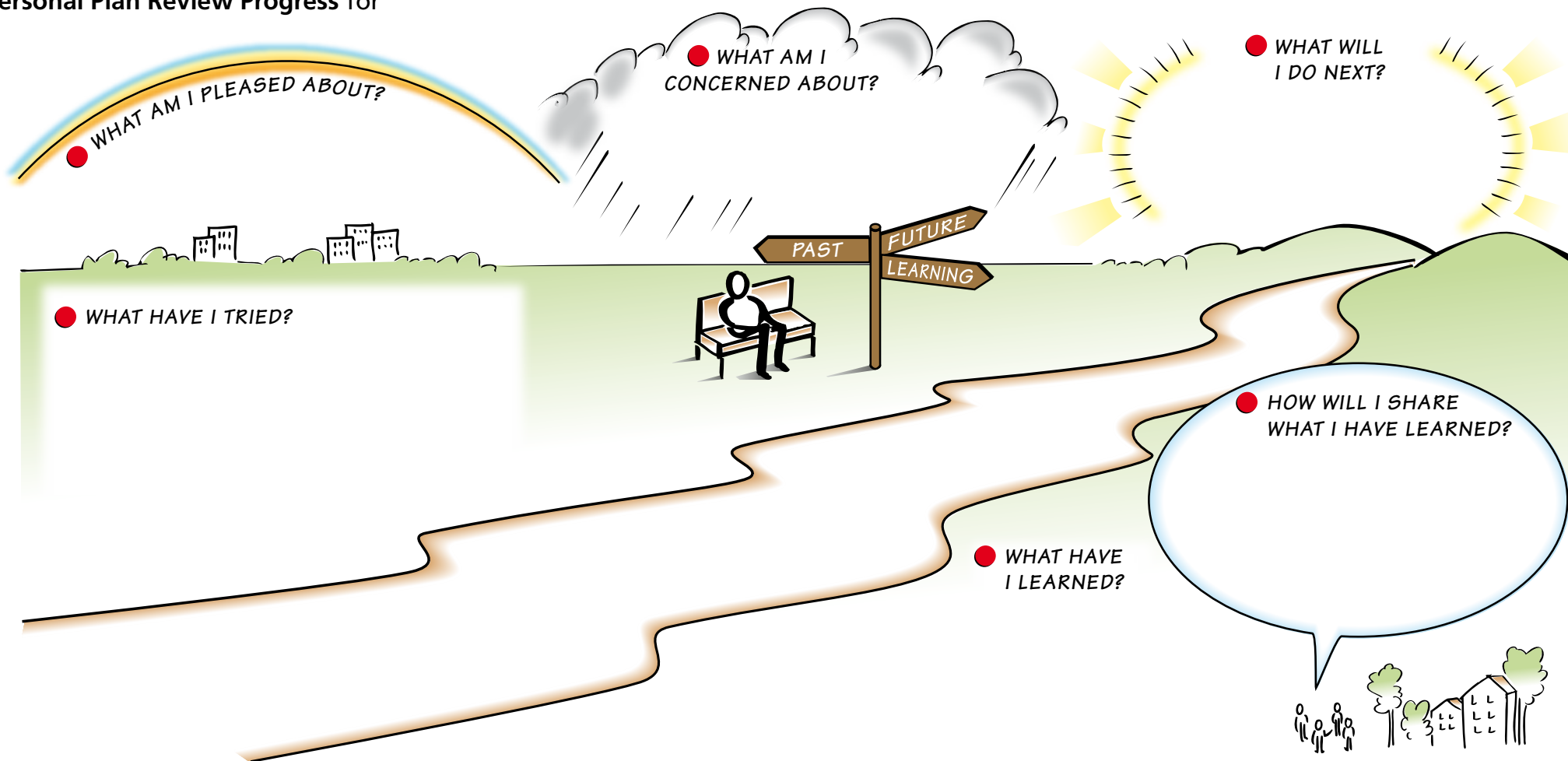
## Personal Plan for



# Planning your support





This picture shows the type of questions that may help.

## Personal Plan Review Progress for



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# My Personal Plan

	<p><b>My name is</b></p> <p>.....</p>
	<p><b>The amount of money I have to spend each week is</b></p> <p>£.....</p>
<p><b>What and who is important to me?</b></p>	
	<p><b>Work – jobs that I have had before, jobs I have now and what I want to do in the future</b></p> <p>.....</p> <p>.....</p> <p>.....</p>
 <p><b>Social Club</b></p>	<p><b>Leisure – things I like to do in and out of my home and clubs I go to</b></p> <p>.....</p> <p>.....</p> <p>.....</p>



**Relationships – people I visit, including family and friends. Things I do now and what I would like to do with other people**

.....

.....

.....

**What support do I need?**



**What do I need to stay safe?**

.....

.....

.....



**What do I need to help me communicate with people and stay in control?**

.....

.....

.....



**What support do I need around my home?**

.....

.....

.....



**What support do I need with my personal care?**

.....

.....

.....



**What support do I need with my health?**

.....

.....

.....



**Is there anything else I need help with in my work, leisure or relationships?**

.....

.....

.....



**Who or how will my support be managed?**

.....

.....

.....

### What money will I spend to buy the support I need?



Think about who can help you and what you can do for free so you can do more with your money.

If you need to buy some support, where can you get it and who is the best person to buy it from?

.....  
.....

Staff costs: £.....

Non staff costs: £.....

Total budget agreed = £.....

### We will know if my plan is working if:



Think about some things you want to achieve such as seeing your friends once a month.

.....  
.....

### We will know if my plan is not working if:



Think about some things that you don't want to happen.

.....  
.....

	<p><b>The date I would like my plan reviewed on</b></p> <p>.....</p>
	<p><b>The date my plan was made</b></p> <p>.....</p>
	<p><b>Name of the person who helped me make this plan</b></p> <p>.....</p>
	<p><b>The relationship of this person to me</b></p> <p>.....</p>

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