



Guidance and Notes For Support Planning



This booklet is for

.....

Index

Page 2	Index
Page 3	Introduction
Page 4	Guidance and Notes
Page 5	What in my life is working and what is not?
Page 6	What makes a good day and what makes a bad day?
Page 7	Who is in my Life? (Circle of Support)
Page 8	How would I like my Life to Be?
Page 9	Personal Resources
Page 10	Who can help me make decisions?
Page 11	The support I need to live my life and keep healthy and safe?
Page 12	My Priorities
Page 13	Putting it all together
Page 14	Weekly Timetable
Page 16	Who will Support Me?
Page 17	What kind of person would I like to support me?
Page 18	Essential and Desirable skills
Page 19	Job Description Template
Page 20	How will I spend my money
Page 23	How I will manage my money
Page 25	My Support Plan front page
Page 26	Support Plan - personal details and indicative amount
Page 27	What and Who is important to me?
Page 28	How I want my life to be with the support of this plan?
Page 29	What support do I need?
Page 30	Keeping myself healthy and safe
Page 31	Having Choice and Making Decisions
Page 32	Managing my support
Page 33	Planning and managing my budget
Page 35	Date and preparation details

Introduction

This workbook is designed to help you develop a support plan. It is divided into two parts. The first part is a series of tools and exercises that can be useful in helping you gather information for your support plan. The second part outlines what needs to be included in a support plan in Leeds. You do not have to use everything in the first part of the workbook and you might choose not to use it at all - it is just **one** way of writing a plan. But you do need to write a plan that meets the criteria described in the second part of the booklet.

You might want to use the workbook on your own or you may find it useful to involve other people who know you well and who might help you with your plan. If you are supporting someone to write a plan, the workbook may be helpful in doing so.

How to Start Thinking about your Support Plan

Think about the support you need to live your life; there may be some things which are seen as being essential, and these could be timetabled into your support.

These may include:

Keeping yourself healthy safe and well

- Support with your personal care
- Support with meals and drinks.

There are also things about support with day to day life

- Household chores
- Looking after your money

You may also need support with,

- Making relationships
- Maintaining relationships
- Getting to know what is happening in your community and how to access things which are of interest to you. Think about your social life here as well.

It may be helpful to look at the total budget you have and think about what you view as the essentials first; from this you can then look at other things which are important for you and look at whether you can afford to use your budget for these things.

Part 1 Guidance and Notes

This part of the booklet includes a series of tools and exercises. Use the ones you find useful to help complete your Support Plan which will need to meet the Support Plan criteria in Leeds.

The exercises are linked to these criteria and at the end of each of these it tells you to which they relate.



What in my life is working and what is not?

Here is a grid you can complete to help you think about this.

What's working well in my life? What do I want to keep the same?	What's not working well? What's difficult? What do I want to change?

The information from this section can be used to complete the 'What and who is important to me' part of your Support Plan.

What makes a good day and what makes a bad day?

Think about what makes a good day and a bad day for you. Think about this for a work day and about what you do for leisure.

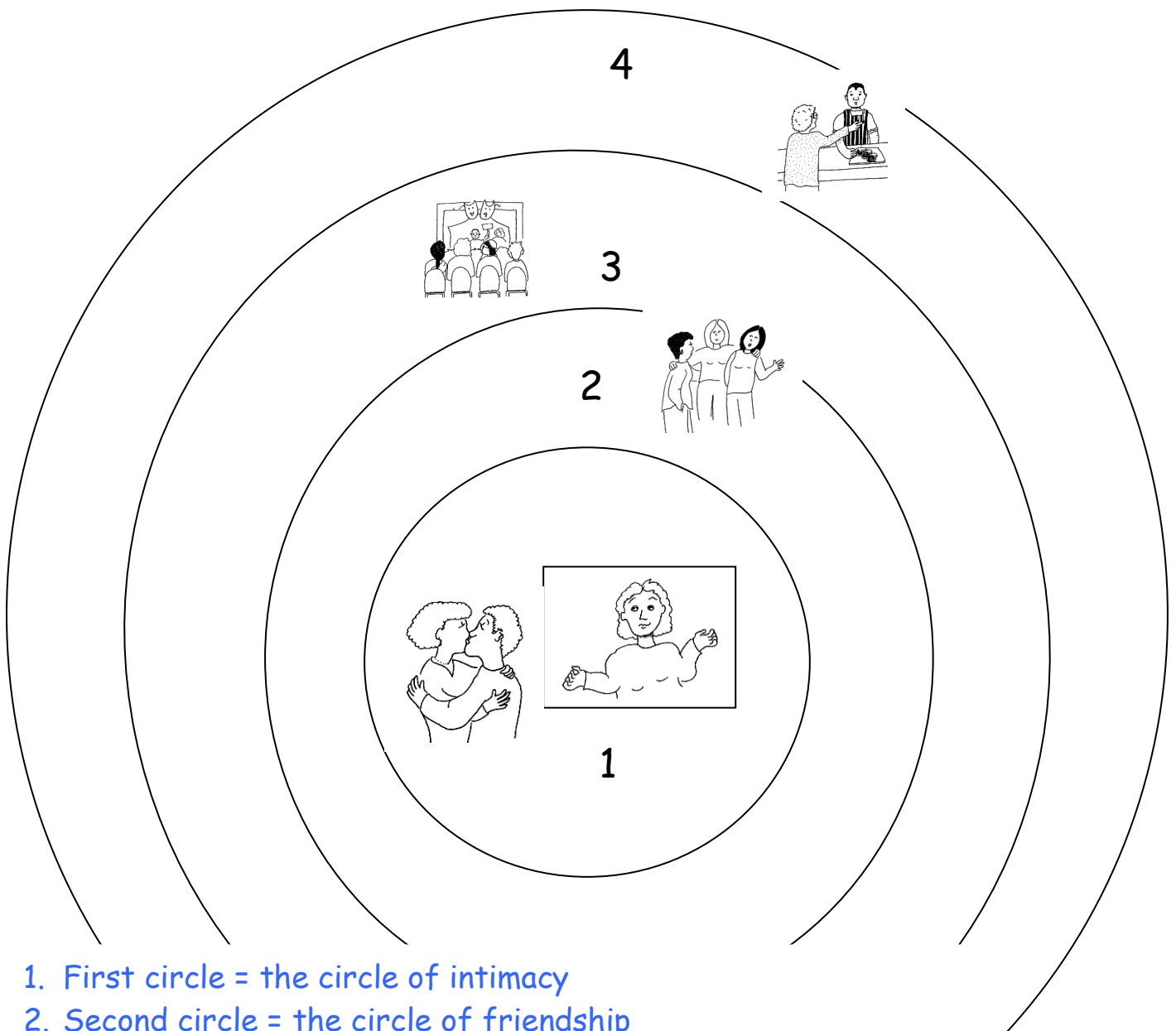
Good Day	Bad Day
Day to Day life i.e. routines/work/school/college	
Socialising / Free Time	

The information from this section can be used to complete the 'What and who is important to me' part of your Support Plan

Who is in my life?

This relationship map will help you map out the people in your life that should be included in your support plan.

Circle of support



1. First circle = the circle of intimacy
2. Second circle = the circle of friendship
3. Third circle = the circle of participation (people you take part in activities with/acquaintances)
4. Fourth circle = the circle of exchange (people who provide you with a service e.g. hairdresser/barber)

The information from this section can be used to complete the 'What support do I need' part of your support plan.

How would I like my life to be?

Think about your dreams for the future and things you may want in your life but don't have now.

What do I want to change in the next year that will bring me closer to how I want life to be?

The information from this section can be used to complete the 'How I want my life to be' part of your support plan.



My Resources

This is about you and the things you will bring to your support plan. Some people find it to hard to talk about themselves so ask your friends and family what they think your positive qualities are: it may be your personality, or the skills you have acquired throughout your life, or your friendships. You may even want to consider those things in your home environment which are part of the support you already have.

Personal Resources -

for example: strengths, likes, characteristics

Physical Resources -

for example: accommodation, equipment, vehicle

Knowledge Resources -

for example: what do you or others around you know?

People Resources -

for example: who do you know?

The information from this section can be used to complete the 'What support do I need' part of your support plan.



Who can help me make decisions?

This grid should help you look at the support you might need when making different decisions. This will help you to stay in control.

Important decisions in my life	Who will help me with these decisions - how will they be involved and how will they involve me?	Who will make the final decision

The information from this section can be used to complete the 'Having choices and making decisions' part of your support plan.

The support I need to live my life and keep healthy and safe:

Staying safe:

Around my home:

With personal care:

Staying healthy:

Anything else;

The information from this section can be used to complete the 'Keeping myself healthy and safe' part of your support plan.

My Priorities – What is essential in my life?

Planning to make sure the most important things to me are in my support plan.

The information from this section can be used to complete the 'Planning and managing my budget' part of your support plan.



PUTTING IT ALL TOGETHER

The following pages are designed to help you think about all the information you have collected so far and what you need to include in your support plan.

There are weekly timetables to help you map out a typical week and identify where and when you need support and whether that will be paid or unpaid support. Some people have found it useful to include these timetables in their support plans. This information will be included in the section 'What support do I need?'

There are also sheets to help you think about the kinds of people you want to support you i.e. their characteristics and personality, skills, and interests and what you want them to do, i.e. the Job Description.

There is information about the options for managing your support and your personal budget. You will need to record these arrangements in the section 'Managing my support'

There are 3 copies of a budget sheet to help you work out how your personal budget will be spent. The information may not all be relevant to you but is designed to give you some guidance on what you will need to spend you budget on. You will need to record this information under the section 'Planning and managing my budget'



The information from this section can be used to complete the 'What support do I need' and 'Planning and managing my budget' parts of your support plan.

With your Personal Budget what would a typical week look like?

Day of week	Morning (8am to 1pm)	Afternoon (1pm to 6pm)	Evening (6pm to 11pm)	Night Time (11pm to 8am)
Monday				
Paid/unpaid hours?				
Tuesday				
Paid/unpaid hours?				
Wednesday				
Paid/unpaid hours?				
Thursday				
Paid/unpaid hours?				

Friday				
Paid/unpaid hours?				
Saturday				
Paid/unpaid hours?				
Sunday				
Paid/unpaid hours?				

*Paid hours are hours where you will employ someone a wage/salary or provide them with a financial reward.

**Unpaid hours are where somebody offers you support but receives no salary/wage or financial reward. This might be a friend, relative or unpaid volunteer/helper

If the unexpected happened: My plans if there are unexpected events i.e. if someone who supports me or I is ill

Who will support me?

If your family and friends provide a **SIGNIFICANT** part of your support then they can be added into the Support Plan.

Who do I know that will support me?	When will they support me?	What will they support me to do?	Will they get paid to support me?

The information from this section can be used to complete the 'What support do I need' and 'Planning and managing my budget' parts of your support plan.

What kind of person would I like to support me?

Support wanted or needed	Skills that are needed	Personality characteristics needed	Shared common interests (would be desirable to have)

The information from this section can be used to complete the 'What support do I need' and 'Planning and managing my Budget' parts of your support plan.

From the information in columns 2 & 3 you can decide which skills are essential and desirable

Essential	Desirable

The information from this section can be used to complete the 'What support do I need' and 'Planning and managing my budget' parts of your support plan.

Here is a grid to help you write a job description for the people you will employ

The job title	Main purpose of the job	Who they are directly accountable to	The main tasks of the job

The information from this section can be used to complete the 'What support do I need' and 'Planning and managing my budget' parts of your support plan.

How I will use my money to get the support I need (budget)

This sheet helps you work out your budget: there are 3 copies in case you want to try different ways.

Money in:	Weekly	Yearly
Personal budget (indicative amount)		
Other funding		
Own money		
<i>Total money in</i>		
Money out:		
Employing staff: day hours. Remember to include ancillary costs e.g. Employer's Nat Ins, holiday pay etc.		
Employing staff: night hours Remember to include ancillary costs e.g. Employer's Nat Ins, holiday pay etc		
Agency costs		
Gifts etc for informal supporters		
Other weekly expenditure		
One off payments		
Contingency		
Other		
<i>Total money out:</i>		
Do they balance, do you have enough money?		

The information from this section can be used to complete the 'Planning and managing my budget' part of your support plan.

How I will use my money to get the support I need (budget)

This sheet helps you work out your budget: there are 3 copies in case you want to try different ways.

Money in:	Weekly	Yearly
Personal budget (indicative amount)		
Other funding		
Own money		
<i>Total money in</i>		
Money out:		
Employing staff: day hours. Remember to include ancillary costs e.g. Employer's Nat Ins, holiday pay etc.		
Employing staff: night hours Remember to include ancillary costs e.g. Employer's Nat Ins, holiday pay etc		
Agency costs		
Gifts etc for informal supporters		
Other weekly expenditure		
One off payments		
Contingency		
Other		
<i>Total money out:</i>		
Do they balance, do you have enough money?		

The information from this section can be used to complete the 'Planning and managing my budget' part of your support plan.

How I will use my money to get the support I need (budget)

This sheet helps you work out your budget: there are 3 copies in case you want to try different ways.

Money in:	Weekly	Yearly
Personal budget (indicative amount)		
Other funding		
Own money		
<i>Total money in</i>		
Money out:		
Employing staff: day hours. Remember to include ancillary costs e.g. Employer's Nat Ins, holiday pay etc.		
Employing staff: night hours Remember to include ancillary costs e.g. Employer's Nat Ins, holiday pay etc		
Agency costs		
Gifts etc for informal supporters		
Other weekly expenditure		
One off payments		
Contingency		
Other		
<i>Total money out:</i>		
Do they balance, do you have enough money?		

The information from this section can be used to complete the 'Planning and managing my budget' part of your support plan.

How I will manage my money

There are 6 different ways to manage your personal budget and your support. You can also choose a combination of these to help you stay in control:

1. **You.** The money goes straight into your personal budget bank account and you manage it independently to spend on the support you need, keeping records of what you spend. If you need assistance with this, we can provide you with information on services which can help you manage recruitment, payroll, tax and insurance matters.

2. **Your Representative.** The money can be managed by a representative who agrees to act on your behalf and spends the money on the support outlined in your support plan, keeping a record of how the money is spent.

3. **A Legal Trust.** An Independent Trust can be set up to act for you. A group of people you know well become your Trustees and work together to manage, arrange and pay for the services you need.

4. **Broker.** You pay an independent broker to coordinate and negotiate the services you need. This can be helpful where no one is available to act as a Representative and no group of people can form a Trust.

5. **A Provider - Individual Service Fund (ISF)** You ask a provider organisation to manage your personal budget for you. They will need to make sure that your budget is clearly separate within their larger budget (ISF) and they use your budget to support only you. They will need to be very clear about how much of your money will be spent on management costs and negotiate this with you.

6. Care Manager A Care Manager will commission support on your behalf from existing in-house or pre-contracted services. This could work well where you are happy with a service you are already receiving and would like it to continue. If you would like to spend part of your personal budget on existing services, we can provide you with information on how much these cost to enable you to work out your budget.

You need to choose which way or ways work best for you and make sure that this is identified in the 'Managing my support' part of your support plan.





My Support Plan



Support Plan

The following is needed for Leeds City Council to agree your support plan and confirm your budget. You can use the information you have gathered from the tools and exercises in the Guidance Notes for Support Planning to help you write your support plan. For more detailed information on the support plan criteria, please read 'What Needs to be in a Support Plan in Leeds?'

Name:

Address:

DOB

My Personal Budget is calculated to be £
(this includes ILF funding where applicable)

Less ILF £

Less assessed contribution £

Final Total £



What and who is important to me?

You might include: Your likes and dislikes

Things about your past

The things you have done or achieved

The people who are important to you

What do you want your future to be like?

How I want my life to be with the support of this plan.

What do you hope to change in your life now and in the future?
What do you want to stay the same?

What support do I need?

What support will you need to live the life you want?

List your goals and your ideas for achieving them.

Example: Keeping in touch with friends

Going out more

Getting a job

Learning new things

Also include **your ideas** for managing day to day routines

e.g. getting up and ready for the day, in fact all the areas you covered in the Self Assessment Questionnaire.

For each area, decide how you want support to be provided. You might choose family and friends, community or other organisations to provide this. You may wish to pay someone or purchase a service. Perhaps equipment or a home adaptation will better support your independence.

You also need to include your plans for the times you might need additional support (e.g. if you or someone who supports you is unwell).

Keeping Myself Healthy and Safe.

How will your plan keep you healthy, safe and well?

Dealing with risks is part of everyday life but you will need to write down any particular risks you face. What are the benefits for you in taking these risks as well as the possible consequences?

Think about your responsibilities to other people such as those providing your care or support e.g are carers using safe moving and handling techniques.

Show in your support plan how you will manage the risks you have identified.

Having Choices and Making Decisions.

Your plan should help you lead the life you want. It needs to include something about the big as well as the smaller things in your life.

If you need help with making decisions, say what kind of decisions these are and who you want to help you.

Will other people be involved in making decisions with you and how will they take your views into account?

Managing My Support

Who is going to do what to make the plan happen and who will take responsibility for sorting things out such as arranging support or paying bills?

Do you plan to manage your support and your budget yourself or do you want to involve other people in this? You might want to involve a family member or a friend. You could involve a care manager, an organisation or have a trust set up to do this for you.

Record here your plan for managing your budget and your support.

Planning & Managing My Budget

You need to show how much everything in your plan will cost, such as the weekly cost of a personal assistant or a regular service. You also need to include the cost of one-off items such as equipment or club membership fees. You will need to make choices if there isn't enough money to do everything you want.

You might be able to add to your budget by exploring other sources of funding and support. E.g. Access to Work, Supporting People services and specialist charities. Adding to the money available to you will help you do more.

Some Sources of funding such as the Independent Living Fund require that their contribution is spent only on certain things. You will need to show how your budget meets these rules.



Planning & Managing my Budget

Support Services	Hours/ Costs	Total
Personal Assistant (Mon -Fri) To address: Support with personal care Meal preparation Domestic Tasks Assist with access to social/ Leisure Activities Other		
PA weekdays (Holiday Cover) Other		
Personal Assistant -weekend (2 PA'S working alt weekends) To address Support with Personal Care Meal Preparation Any other tasks Other		
PA weekends (Holiday Cover) Other		
Personal Assistant (Weekend) To address Admin Support Other		
PA Weekend (Admin Support) Holiday Cover Other		
Liability Insurance (ASIST)		
Buying Equipment Other		
One off payments. Eg Club memberships Other		
Gifts for Informal Supporters Other Contingency Other		
Someone who arranges support and pays my bills Other		

Yearly Total Expenditure for Support Services £

Date plan prepared:

Name of person preparing it:

Relationship to the individual whose plan this is: