

What needs to be in your support plan?

What is this?

A support plan is the name for the plan that shows how your Personal Budget, or money allocated to you, will be spent. In order for your money to be given to you, decision makers must be able to see and agree a plan that meets seven clear criteria. The criteria are posed as questions.

A hand-drawn checklist titled "criteria" is shown. The word "criteria" is written in the center, flanked by a male symbol (♂) on the left and a female symbol (♀) on the right. Below the title, there are seven numbered items, each consisting of a number (1 through 7) followed by a horizontal line and a small square box to the right, representing a checkbox.

How can it help me with my support plan?

Support plans can be written in different ways. They may be short or long, with pictures or just text. You can write your support plan yourself, or people who know you well can help you with it (this may be your family, friends, existing staff that support you, an advocate or professionals such as your community nurse or occupational therapist). You will know before you begin planning what your budget is likely to be.

Your support plan must clearly show how you will use the money to meet your support needs. It must give details of the outcomes you plan to achieve.



The following criteria will need to be met within your support plan in order for the plan to be agreed:

- 1 What is important to you?
- 2 What do you want to change or achieve (your outcomes)?
- 3 How will you be supported?
- 4 How will you use your Personal Budget?
- 5 How will your support be managed?
- 6 How will you stay in control of your life?
- 7 What are you going to do to make this plan happen (action plan)?

How can I use this?

Your support plan must clearly show how you will be spending your Personal Budget to meet your social care and support needs.

In answering the seven criteria some useful questions to think about are:

- 1 Is your support plan all about you? Does it say who the important people and places are in your life? Does it include your interests, passions and hobbies?
- 2 What changes do you want to make in your life?
- 3 What and how are you going to be supported to make these changes and achieve the things you want to do in your life? Does your support plan describe how you will remain safe and healthy alongside achieving your lifestyle of choice?
- 4 Does your plan clearly set out how you will be spending your budget and how you or your

representative will be managing it? Does it include contingencies for when things may need changing or go wrong?

- 5 Does your plan make clear how the services, support and resources you will be using your budget to pay for will be organised and managed?
- 6 Does your plan show clearly that you have as much control over your life as possible? If you have a communication difficulty, is there information about how you communicate and how others should communicate with you?
- 7 What actions are required to make your support plan happen? Is it clear who will be doing what?

You can plan to use your money in creative and flexible ways which suit you and your lifestyle, as long as the things you buy meet your social care and support needs and what you use your money for is legal.