

# The overall impression...

## Does the plan...

- show that the person was involved and contributed? (ie: includes quotes from the person and "I" statements if the person uses verbal language, includes descriptions of gestures etc. if the person uses body language to communicate, includes responses from communications systems if the person uses technology to communicate)

Yes

No

Comments...

- show that family and friends were involved and contributed?

Yes

No

Comments...

- show separately what is important to the person from what is important to all of the other people in the person's life? (ie: it is clear which statements are from the person and which are from others)

Yes

No

Comments...

- respect the person's privacy while making certain that those who need to know have the needed information? Does the plan clearly say who cannot have access to information in the plan? (ie: private information is kept in a brown envelope with a note on front about who has access)

Yes

No

Comments...

- read positively about the person?

Yes

No

Comments...

- use respectful language?

Yes

No

Comments...

# Does the plan...

- avoid jargon and 'human service lingo'?

Yes

No

Comments...

- use plain language that the person and/or family and friends, and those implementing the plan understand?

Yes

No

Comments...

- make it easy and inviting to read?

Yes

No

Comments...

- reflect the culture of the person?

Yes

No

Comments...

- give enough detail to understand what is meant?

Yes

No

Comments...

- make you feel like you have met the person even if you have not?

Yes

No

Comments...

- tell you what the person said when the plan was written up and then reviewed with them to make sure it's right?

Yes

No

Comments...

# What's covered in the plan

## Does the plan...

- review the person's current situation?

Yes

No

Comments...

- review what has happened since the previous plan?

Yes

No

Comments...

- clearly outline the person's goals?

Yes

No

Comments...

- identify any barriers to reaching the goals?

Yes

No

Comments...

- identify options to explore or a way to develop options to reach goals?

Yes

No

Comments...

# The person's voice...

## Does the plan...

- describe what the person wants in terms of their relationship with family?

Yes

No

Comments...

- describe what the person wants in terms of keeping their friends and making new friends?

Yes

No

Comments...

- describe what the person wants in terms of where they live and who they live with

Yes

No

Comments...

- describe what the person likes to do and things they'd like to try in their community:

- **job**
- **spirituality**
- **fun**
- **vacations**
- **sexuality**
- **education**
- **learning new things**
- **new experiences**
- **material things**
- **volunteer work**
-

# Does the plan...

- describe what is important to the person in terms of their routines

Yes

No

Comments...

- describe what is important to the person about the decisions they make and would like to make about both the big and little things in life

Yes

No

Comments...

- describe what the person likes and dislikes

Yes

No

Comments...

- describe the person's dreams

Yes

No

Comments...

- describe how the person communicates

Yes

No

Comments...

- describe what is important to the person about their health

Yes

No

Comments...

- describe what is important to the person about their safety

Yes

No

Comments...

# What other people say...

## Does the plan...

• describe what others want for the person in terms of their relationship with their family?

Yes

No

Comments...

• describe what others want for the person in terms of keeping friends and making new ones?

Yes

No

Comments...

• describe what others want for the person in terms of where they live and who they live with

Yes

No

Comments...

• describe what others feel the person likes to do and things they'd like to see them try in their community:

- **job**
- **volunteer work**
- **spirituality**
- **fun**
- **vacations**
- **education**
- **learning new things**
- **new experiences**
- **material things**
-

# Does the plan...

- describe what is important to others in terms of the person's routines

Yes

No

Comments...

- describe what is important to others about the decisions the person makes and feel they would like to make about both the big and little things in life

Yes

No

Comments...

- describe what others feel the person likes and dislikes

Yes

No

Comments...

- describe what others dream for the person

Yes

No

Comments...

- describe what is important to others about how the person communicates

Yes

No

Comments...

- describe what is important to the others about the person's health

Yes

No

Comments...

- describe what is important to the others about the person's safety

Yes

No

Comments...

# How service is provided

## Does the plan...

- include options and opportunities for support other than paid services?

Yes

No

Comments...

- include options the person has in choosing a service provider?

Yes

No

Comments...

- clearly outline how goals will be achieved? (ie: who's going to do what by when)

Yes

No

Comments...

- outline what the person said they want staff to do?

Yes

No

Comments...

- say what qualities the person wants in support workers who will be providing the service? (ie: "someone who likes to get out and do things", "not bossy or loud", "quiet and won't push me to do things I don't want to do", etc.)

Yes

No

Comments...

## Does the plan...

- outline anything else services need to know in order to support the person successfully?

Yes

No

Comments...

- cover any history that is relevant to providing current supports?

Yes

No

Comments...

- outline any issues to be resolved or questions to be answered?

Yes

No

Comments...

# Reviewing the plan...

The following questions are designed to help ensure that the plan created by people, their family, friends and service providers is written in a way that clearly says what people want and how services will respond. It is intended as a self-evaluation tool to be used by planning facilitators to consider the way they write plans.

There are five sections:

- The overall impression
- What's covered in the plan
- The person's voice
- What others say
- How services will be provided

It is recommended that if the  No box is checked off in any question, comments be added to explain why that element is missing (ie: it may not be relevant, it may have been forgotten or missed in the planning process etc.)