

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
*	*	*	*	✓	✓	✓	✓

# P16 PERSON CENTRED PLANNING

## POLICY

To enable Cumbria Care employees to support service users in having real opportunities to work towards living the lives they want to and in the way they want to live them.

### **What is person centred planning?**

A person centred plan is a process for continual listening and learning, focusing on what is important now and in the future and acting upon this by liaising with the person, their family, friends and other agencies. This information is used to understand gifts, qualities and capabilities and to inform choices that are unique to that individual. From this information a person centred care plan will be developed.

## PROCEDURE

1. The service user will be given the choice to have a person centred plan if he / she wishes to do so.
2. Information can be provided to a service user via service user forums, multi agency reviews and through the link worker. The service user is supported to access sessions about the development of person centred plans. The service user is also invited to be involved in the evaluation of the person centred planning process.
3. The person centred plan must be developed with the service user and a named facilitator (who may not be an employee from Cumbria Care) who has been chosen by the service user. In the case where the individual cannot choose a facilitator, the multi-agency team will support.
4. The person centred plan must be developed in a format which is accessible to the individual e.g. pictures, symbols, audiotapes etc.
5. A service user must only have one person centred plan that can be developed across all agencies involved in the person's life e.g. family, day services and other residential providers.
6. The person centred plan must be developed in conjunction with the positive risk taking policy.

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Amendment	1								11/12/07 P&P

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## P16

### Ownership

1. The person centred plan belongs to the individual who has the responsibility for choosing where this is kept and who has access to it.
2. Employees must respect the individuals confidentiality of the information held in their person centred plan.

### Person centred planning champions

1. A named person is available in each locality for support and guidance to employees who work with person centred plans.
2. Each person centred planning champion has a resource file that contains a selection of tool kits to assist employees to support people in the development of their person centred plan.
3. Each champion holds an example of a person centred plan.

### Partnership working

It is important to work closely with all agencies involved with the person to achieve the most effective person centred plan.

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