

# Person Centred Planning Framework 2010 - 2013



## Southend Learning Disability Partnership Board

### Person Centred Planning Framework 2010-2013



This framework is a document that shows how we are going to make sure that Person Centred Planning is happening in Southend.



#### What is person centred planning?

Person Centred Planning is about having a life. It means:

- Finding out about what people want from their lives.
- Helping people to think about what they want now and what they want in the future.
- Family, friends and services working together to achieve the things a person wants in their life.

## Person Centred Planning Framework 2010 - 2013



This Person Centred Planning Framework has taken into account the following documents:

- Valuing People Now!
- Commissioning Strategy
- Community Team for People with Learning Disability team plan
- Self Directed Support team plan
- Valuing People Person Centred Planning audit
- Personalisation through Person Centred Planning



### What is in this framework?

The framework contains information and actions about how Southend will work with the priority groups set out in Valuing People Now and those identified in the partnership board audit.

Person centred planning will work mainly in the areas listed below:

- Implementation Group.
- People in transition (going from children's to adults services).

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- Positive choices for the day and evening.
- People living with older carers.
- Guidance for family carers and self advocates
- Black, Minority and Ethnic communities
- Help people sustain their own tenancies.
- Community inclusion.
- Health action planning.
- Person Centred Planning Training.
- Self directed Support.
- Reporting, quality framework and commissioning services.

# Person Centred Planning Framework 2010 - 2013



## Hopes and Dreams

**Southend Learning Disability Partnership Board** will make person centred planning happen for all people with a learning disability in Southend by:

- Listening to, and acting upon the things that people tell us they want in their lives.
- Using what they tell us they want to develop services.
- Supporting the lifestyles that people choose.
- Challenging old ways of working to make it easier for people to achieve their hopes and dreams.
- “To make sure people with learning disabilities get person centred plans and are in control of their own lives. This is called Personalisation” (Valuing People Now!)

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### Person Centred Planning Implementation Group

The Valuing People Support Team says that every Learning Disability Partnership Board should have a **Person Centred Planning Implementation Group**.


The Person Centred Planning Implementation Group should include the following people.

- People with learning disabilities
- Family carers
- Service commissioners
- Service providers
- Representative from Children's services

The Person Centred Planning Implementation Group is responsible for making person centred planning happen in Southend. They do this through the Partnership Board.

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## Person Centred Planning Action Plan

What We are Going to Do	How	Who	When
<b>Person Centred Planning (PCP) Implementation Group</b>			
	<p>The role of the person centred planning Implementation Group is to:</p> <ul style="list-style-type: none"> <li>• Identify strengths and weaknesses in Southend's services in delivering person centred approaches.</li> <li>• Share good practice and listen to each other's good news stories.</li> <li>• Develop local training programmes to deliver local PCP approaches and to develop individual circles of support.</li> </ul>	<p>Hold a meeting every 2 months for people with learning disabilities, carers, services providers and Council staff.</p> <p>Person centred planning Co-ordinators Implementation Group.</p>	<p>Ongoing</p> <p>Individual target dates</p>

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What We are Going to Do	How	Who	When
<ul style="list-style-type: none"> <li>• Support service developments through use of PCP.</li> <li>• Work with all local services to develop PCP approaches. Make sure that all groups of people are represented at the group, including people with profound and multiple learning disabilities.</li> <li>• Support and respond to ideas from self-advocates families and provider agencies.</li> <li>• Feed into planning systems in other organisations, such as leisure, housing, education and health.</li> </ul>			

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What We are Going to Do	How	Who	When
<b>Transition</b>			
	<p>Ensure that everyone going through transition from children's to adult learning disability services has a person centred plan.</p> <p>To take part in the Helen Sanderson Associates training which will train schools to run person centred reviews.</p>	<p>Liaison and communication between the transition worker (both children's and adult services), school and PCP co-ordinators.</p>	<p>Transition workers</p> <p>Schools</p> <p>PCP co-ordinator</p> <p>Sep-July each year</p>





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What We are Going to Do		How	Who	When
	<p>To start the person centred planning process in year 9 at schools, looking at the young person's interests and possible work and college interests.</p>	<p>Person centred reviews</p>	<p>Schools</p>	<p>Every students' year nine review</p>
<p><b>Everyone has the opportunity to have a person centred plan</b></p>				
	<p>There is the opportunity for everyone that wants a person centred plan to be able to have one. This should then continue to be updated.</p>	<p>Publicity Promotion Training</p>	<p>PCP co-ordinators  Service providers  Members of planning circles</p>	<p>Ongoing</p>

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What We are Going to Do	How	Who	When	
<b>PCPs for people with carers over 65</b>				
	<p>Ensure that everyone who lives with a carer over the age of 65 has a Person Centred Plan if they want one.</p>	<p>Create opportunities for everyone to have the offer of doing a person centred plan.</p>	<p>CTPLD and day centres with PCP co-ordinators.</p>	<p>Main list of PCPs (from CTPLD) information to be finished by December 2010.</p>


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What We are Going to Do	How	Who	When	
<b>Families and carers</b>				
	<p>Work with family carers to enable them to lead person centred planning. Explore <b>Partners in Policy Making</b> (<a href="http://www.circlesnetwork.org.uk">www.circlesnetwork.org.uk</a>) as a means of achieving this.</p>	<p>PCP Co-ordinators to approach Partners in Policy Making regarding dates and times of the next course. Enquire whether there is any availability in future courses.</p>	<p>PCP Coordinator with Southend Mencap and CWD</p>	<p>2010</p>
	<p>Give family carers information about person centred planning and check if they understand what it is and why we do it.</p>	<p>Through:</p> <ul style="list-style-type: none"> <li>• Carers' Forum</li> <li>• Careers Voice</li> </ul>	<p>PCP Co-ordinators and CTPLD</p> <p>Family carers and self advocates</p>	<p>Yearly audit</p>



**Person Centred Planning Framework 2010 - 2013**

What We are Going to Do		How	Who	When
		<ul style="list-style-type: none"><li>• Invite to PCP training</li><li>• Articles in the Making It Happen newsletter</li><li>• PCP leaflet through CTPLD</li><li>• Implementation group</li><li>• Self advocates</li></ul>		


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What We are Going to Do	How	Who	When
<b>People from Black, Minority and Ethnic Communities. These are also called BME communities.</b>			
 <p>Keep up to date with the current black, minority ethnic groups in Southend.</p> <p>Target the priority groups and think about how to offer them person centred planning.</p>	<p>Research the numbers of people who are receiving a service from CTPLD from a black minority ethnic group.</p> <p>Work out the priority BME target groups.</p> <p>Work out a BME strategy and bring these recommendations to the partnership board.</p>	<p>PCP Co-ordinators</p>	<p>BY Sep 2010</p>



# Person Centred Planning Framework 2010 - 2013

What We are Going to Do	How	Who	When	
<b>Advocacy</b>				
 <p>The image contains two logos. The top logo is for Southend Mencap, featuring a stylized family of four stick figures in pink and green above the text 'SOUTHEND Mencap' in green and pink, with the tagline 'A BRIGHTER FUTURE' in pink below. The bottom logo is for BATIAS Independent Advocacy Service, featuring the word 'BATIAS' in large blue letters above 'Independent Advocacy Service' in smaller blue letters, and a square icon divided into four quadrants with symbols: a hearing aid, an ear, a hand, and a speech bubble.</p>	<p>Work with BATIAS and Mencap (advocacy agencies) to develop circles of support</p>	<p>Can-do planning circle</p>	<p>PCP Coordinator with BATIAS and Southend Mencap</p>	<p>Dec 2010</p>
 <p>The image shows a man in a yellow t-shirt with a logo, holding a megaphone to his mouth and shouting. He is also making a hand gesture with his right hand.</p>	<p>Work with self-advocates to enable self-advocates to lead their own person centred planning.</p>	<p>Explore <b>Partners in Policy Making</b> and circles of support (<a href="http://www.circlesnetwork.org.uk">www.circlesnetwork.org.uk</a>) as a means of doing this.</p>	<p>PCP Coordinator with SHIELDS</p>	

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What We are Going to Do	How	Who	When
<b>PCP Training</b>			
 <p>Training will be provided regularly throughout the year to people with learning disabilities, families, services providers and advocacy services.</p> <ul style="list-style-type: none"> <li>• Regular Information sessions to family carers, self advocates and service providers.</li> <li>• Facilitation level training to ensure that everyone who wants one has access to support in putting a person centred plan together – this training is then cascaded in people's work places to train their colleagues.</li> </ul>	<p>3 PCP courses run every year:</p> <p>Spaces will be offered to service providers through work force development</p> <p>Spaces offered to 3 family carers per course through:</p> <ul style="list-style-type: none"> <li>• CTPLD</li> <li>• Carers Voice</li> <li>• Carers Forum</li> </ul> <p>Other introduction sessions will be run when needed at different meetings.</p>	<p>PCP co-ordinators</p> <p>Trainees when they run cascade training.</p>	<p>PCP 2 day course will run in:</p> <p>March</p> <p>June</p> <p>April</p> <p>September</p> <p>Other information sessions will run on an ad hoc basis.</p>

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What We are Going to Do	How	Who	When
	The emphasis to be “one person, one plan” and joint training with people who have learning disabilities, their families and service providers.	These will be recorded and details provided in the annual report to the partnership board.	
	Involve self advocates in the delivery of the training. Self advocates will take part in a “Train the Trainer” course at the adult community college.	Work in partnership with the adult college to run bespoke courses to self advocates. This will include “Train the Trainer”.	PCP Co-ordinators Southend adult college  Sep 2010
	PCP training to include modules on community inclusion, citizenship and support planning.	Write course contents	PCP Co-ordinators





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What We are Going to Do		How	Who	When
	<p>Self advocates to go on a course called 'Reach for your Dreams' to learn about PCP.</p>	<p>PCP co-ordinators to gather resource material.</p> <p>First group of self advocates to be trained by June 2010.</p> <p>The aim will then be to train two groups of eight trainees per year.</p> <p>Work in partnership with the adult college to accredit the course.</p>	<p>PCP</p> <p>Co-ordinators and SHIELDS</p>	<p>June 2010</p>


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What We are Going to Do		How	Who	When
	<p>Work with all provider services to identify a PCP lead (Champion) for their service/organisation.</p>	<p>Through PCP training, the implementation group and partnership board activity groups.</p>	<p>PCP Co-ordinators</p> <p>Partnership board</p> <p>Implementation group</p> <p>Course attendees</p>	<p>3 PCP courses per year</p> <p>Implementation group every 2 months.</p>
	<p>Maintain a central point of accessible PCP information and resources. Make sure that these are available to anyone who wants them.</p>	<p>Promote PCP co-ordinators e-mail address, telephone number and useful information on Southend Borough Councils' website.</p> <p>Include PCP details in community mapping exercise.</p>	<p>PCP Co-ordinators</p> <p>Inclusive communication worker</p>	



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What We are Going to Do	How	Who	When	
<b>Community Inclusion</b>				
	<p>Plan a community event to promote inclusion for those with learning disabilities.</p>	<p>Discuss this with the partnership board – set up a working party and / or bring disability inclusion awareness to other events.</p>	<p>PCP co-ordinators and partnership board/working party.</p>	<p>May 2011</p>
	<p>Collect stories to promote how those with severe and profound learning disabilities (with consent) have been included in the community.</p>	<p>Collect stories from all sources.  Include stories in PCP annual report.</p>	<p>Learning disability Partnership board</p>	<p>April each year</p>



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What We are Going to Do		How	Who	When
	<p>Support self advocates to share good news stories via newsletters, media and events and such like so others can learn from their experiences.</p>	<p>Self advocates to promote their own success stories.</p>	<p>Self advocates</p>	<p>Ongoing</p>


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What We are going to do	How	Who	When	
<b>Quality Checking</b>				
	<p>Develop a way to establish and evaluate a criteria to check if plans are good</p>	<p>Develop a checklist to see if someone has a good plan.</p> <p>Then develop a more detailed strategy along with Shields to measure the effectiveness of plans.</p>	<p>PCP Co-ordinator Shields Deciding Together group</p>	<p>Nov 2010</p>
	<p>Measure and evaluate the effectiveness of cascade training from the original person centred planning training.</p>	<p>Develop a measuring tool as part of the above to check the effectiveness of the cascade training.</p>	<p>PCP Co-ordinator  Shields  Deciding Together group</p>	<p>Nov 2010</p>


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What We are going to do	How	Who	When	
		This system will involve the use of self advocates.		
	Gather information from person centred planning about services and opportunities people want from their lives. This tool is called 'Shaping the Future Together'.	As part of the yearly audit information will be collected and collated from plans to see what people want.	PCP Co-ordinators  Service providers  People with PCPs	Every March
	Ensure those that can record PCP numbers onto Carefirst.  Service providers who are unable report their numbers to PCP co-ordinator.	PCP numbers will be collected as part of the yearly audit.	PCP co-ordinators  Service providers	Every March

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What We are going to do	How	Who	When
	<p>The target of PCPs to be recorded will be set on a yearly basis. The target for March 2010 is 230.</p>		
 <p>A photograph showing four individuals in a group discussion. From left to right: a woman in a light blue top, a man in a white t-shirt with 'Active Living' on it, a woman in a red top, and a woman in a blue patterned jacket. They appear to be engaged in a conversation.</p>	<p>From the numbers and other information collected target those hard to reach groups that do not have plans.</p>	<p>Following the audit target the less active services within PCP and offer training and advice.</p> <p>Find out why people in those services have not had a chance to complete a PCP.</p>	<p>PCP Co-ordinators</p> <p>Self-advocates</p> <p>Every March</p>

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What We are going to do	How	Who	When
	<p>Commission services with person centred approaches.</p>	<p>Southend Borough Council</p> <p>Service providers</p>	



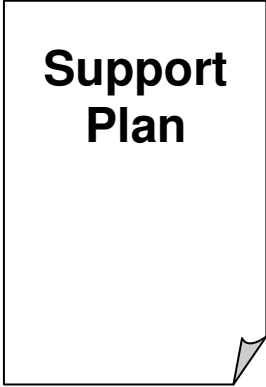

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What We are going to do	How	Who	When	
<b>Reporting</b>				
	<p>Provide an annual report to the partnership board regarding the progress of the framework (the action plan attached will be updated on a yearly basis)</p>	<p>PCP co-ordinators will feedback on the progress of the framework on a yearly basis including the quality assurance targets outlined above.</p>	<p>PCP Co-ordinators</p>	<p>April</p>
<b>Health Action Planning</b>				
	<p>Ensure health action planning is recognised as an important element to person centred planning and is not a separate process.</p>	<p>Work with the health co-ordinator and other service providers to develop person centred health action planning.</p>	<p>PCP Co-ordinators, Health Co-ordinator and other service providers.</p>	



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What We are going to do	How	Who	When
<b>Self Directed Support</b>			
	<p>Ensure that everyone is clear about the difference between a PCP, a Care Plan and an Individual Support Plan.</p>	<p>Training</p>	<p>SDS team</p>
	<p>As more people start having individual budgets ensure PCPs are integral to the process of planning support and form the basis of support plans.</p>	<p>Use PCPs across the SDS pilot to show how they fit into SDS process.</p>	<p>Teams PCP co-ordinators</p>
<p>Ongoing</p>			

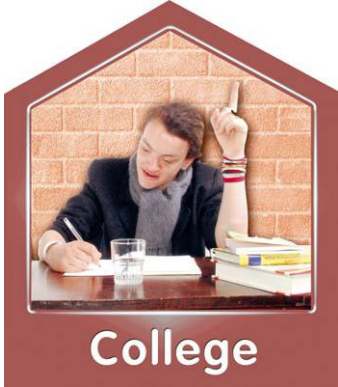

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What We are going to do		How	Who	When
 <p><b>Support Plan</b></p>	<p>Ensure the needs of people are being met and services provided that are appropriate to the needs described in person centred plans and support plans.</p>	<p>Use the findings from the PCP quality framework alongside the analysis of support planning to check services are matching peoples' needs.</p>	<p>Self directed support manager  PCP co-ordinators</p>	<p>March 2011</p>
	<p>The planning circle can involve families and carers so they have a say in the care being provided and can help plan how people will spend the money.</p>	<p>Bring the initial estimated budget figure to PCP meetings. These meetings include members of the planning circle.</p>	<p>Families  Carers  Self advocates</p>	<p>Ongoing</p>


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What We are going to do	How	Who	When	
<b>Day Choices</b>				
	<p>Through person centred planning help people identify where work can become a future option.</p>	<p>Through their PCP people can identify their hopes and dreams and set themselves goals for their future including employment.</p>	<p>PCP co-ordinators and those running PCP meetings.  Self advocates.  Transition worker.</p>	<p>Person centred reviews yearly within schools. Other PCP meetings as they arise.</p>
	<p>Through community mapping find local groups and organisations good at involving people with learning disabilities in the local community.</p>	<p>PCP to use community mapping tool  . Make it available and use during PCP meetings to identify community friendly places.</p>	<p>SBC council working party.  PCP co-ordinators  Community inclusion worker</p>	<p>Ongoing</p>

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What We are going to do	How	Who	When
 <p>College</p>	<p>Colleges to use the information from person centred planning so they can improve the courses they offer. Future options will be focused on work based training for real jobs.</p>	<p>Develop partnership with the colleges so they can see through PCPs what people want to learn and their long term goals. Work closely with self advocates.</p>	<p>Southend adult community college</p> <p>South East Essex College</p> <p>Self advocates</p> <p>PCP co-ordinators</p>
	<p>Day choices will help people pursue relationships, friendships and enjoy leisure and social activities.</p>	<p>Hel people explore different options for their week. Think about the use of personal assistants (PAs) and using community resources.</p>	<p>PCP co-ordinators</p> <p>Planning circle</p> <p>Ongoing person centred plans offered.</p>

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What We are going to do	How	Who	When	
<b>Independent Living</b>				
	<p>PCPs for those in supported living and adult placement to help them maintain independent living and tenancies.</p> <p>Identifying where people would like to live as part of the P.C.P. process.</p>	<p>Ensure places on PCP training courses are taken up by staff in supported living projects and adult placement carers.</p>	<p>PCP co-ordinators Service providers CTPLD Adult placement staff.</p>	

Thank you to Photosymbols for the pictures we have used.