

Community Living disABILITY Services Individual Planning Policy Accompanying Resource Document

1. Department of Families Resources

Individual Planning Template

[The Individual Planning Template](#) incorporates person-centred planning principles. This template or another template chosen by the person or the planning team can be used to document the individual planning process and must be updated annually.

My Support Plan Policy

My support plan is different than the Individual Plan in that it is non-legislated, focuses on the person's day-to-day support needs, and is a program requirement only for paid service providers. However, the person's support plan and individual plan may have some overlap depending on the person's needs. Duplication should be avoided or reduced. Refer to the My [Support Plan policy](#) for further details on how it differs from the individual plan.

Transition Planning

Transition planning is the process of preparing youth eligible for CLDS to move from child services to adult services. Transition planning includes applying for CLDS and other adult services that the youth may be eligible for long before age 18 to ensure the available resources and/or programming will be in place when they reach age 18. For more information on age of majority transition planning review the CLDS [Age of Majority Planning - Youth in Care Transitioning to Adult Services](#) webpage or related [fact sheet](#).

The Fair Practices Office

The [Fair Practices Office](#) provides confidential and impartial assistance to Manitobans applying for, or receiving services under, Department of Families programs, including the CLDS program, who feel they have not been treated fairly:

If a person feels that they have not been treated fairly during the development of their individual plan, they can follow these steps:

1. Speak to their Community Service Worker (CSW) about their concern.
2. Ask to speak to their Program Manager if they are unable to resolve their concern with the CSW.
3. Contact the [Fair Practices Office](#) for help if they still feel that they are not being treated fairly after talking to their CSW and Program Manager.

The Social Services Appeal Board

The purpose of the [Social Services Appeal Board](#) (SSAB) is to give Manitobans a fair, impartial, and informal appeal process of decisions relating to various social services and programs, including the CLDS program. If a person has a concern(s) about the design or implementation of their individual plan, they may file a [Notice of Appeal](#) to the SSAB after trying to resolve their concerns with the CSW and Program Manager.

2. Person-Centred Planning Tools

More information on person-centred planning can be found online. Examples of person-centred planning tools include:

Circles of Support and Circle of Friends

Circles of support is a way for building a circle around the person to improve their quality of life. Generally, the "circle" is comprised of individuals who are not paid to assist or work with the person. It includes four steps that begin with a "vision" of what the person wants to accomplish and ends with "connections" in the person's community and life. Circle of Friends, developed by Robert Perske, is a similar method.

Essential Life Planning (ELP)

Essential Life Planning, developed by Michael Smull, looks at essential quality of life components, explores how a person wants to live and finds ways to make it happen. The process includes a "Learning Wheel" which guides those involved in planning. The heart of the process is "listening to" and "understanding" the person.

Group Action Planning (GAP)

Group Action Planning, developed by Ann Turnbull and Rud Turnbull at the University of Kansas, is a Person-Centred Planning process that engages a team in creative brainstorming to help persons live their dreams. The goal of the process is to build the best life possible for the person. GAP contains five major components (and seven steps) built upon traditional action planning: inviting support, creating connections, envisioning great expectations, solving problems and celebrating success.

Making Action Plans (MAPS)

Making Action Plans, developed by Marsha Forest and Evelyn Lusthaus, is a Person-Centred Planning process that asks eight guiding questions from which a team works together to assist persons with defining their dream and building a plan to achieve their dream. Key questions address the person's "history, dream, nightmare, strengths, needs". The process ends with a "plan of action".

Personal Futures Planning (PFP)

Personal Futures Planning, developed by Beth Mount, contains a series of six tasks designed to help find capacities in persons, identify options in their communities and develop supports and services that will meet each person's strengths and needs.

Planning Alternative Tomorrows with Hope (PATH)

Planning Alternative Tomorrows with Hope, developed by John O'Brien, Marsha Forrest and Jack Pierpoint, "begins with the end in mind". The process begins by looking at the desired outcome, also known as the "North Star". The process focuses on ideals, values, passions and dreams. It looks at the "positive" and engages the support of others. Those involved in planning with the person work from the past into the present.

3. Abilities Manitoba Resources

Leading Practice Guidelines – Outcome Measurement

Abilities Manitoba has identified six outcome areas in their [Quality Framework Final Report](#) (Leading Practice Guidelines). One or more of these outcome areas identified in the report may be explored during the individual planning process. The [Leading Practice Guidelines](#) online tool allows users to filter and search by topic.

Person-Centred Planning & Discovery

The principles of person-centred planning must be followed when developing the person's individual plan. The Abilities Manitoba website provides guidelines on [person-centred planning processes and discovery](#).