

This One Page Profile or holistic plan template(s)
were developed Christine Scott from VALiD
but are substantially based on a range of
person-centred tools
created by
'The Learning Community', www.elpnet.net
including One Page Profiles and
ELP (Essential Lifestyle Plan) created
by Helen Sanderson Associates
www.helensandersonassociates.co.uk

This template is provided to family members to assist them to

1. **Gather information** to be used in a holistic plan for their family member

and/or

2. Develop a **person-centred plan** themselves that:

- they can provide to services/others as appropriate
- build up information over time
- update easily themselves when there is a relevant change

PLEASE KEEP THIS FILE as your MASTER COPY,

So you can keep this as your master document:

- firstly, save this document with a new name – ie. *Reg's Whole of life Plan – Aug 14*
- instruction for how to complete the Core sections are in the separate Instructions document

FEEDBACK

If you have any feedback or suggestions contact Chris on email:
christine@valid.org.au

Instructions for using this Template

STEP 1: Why you are doing this Holistic Plan template?

Firstly.....

The questions may not make sense to you if you have not done either the VALID Families as Planning Partners course or other person-centred approaches training, but hopefully things will become clearer as your 'picture' and story comes together.

It is important for you to be clear about the purpose for which you want this holistic plan, as it will guide what you put into it.

The '*why you need a plan*' will:

- determine your selection of '**optional**' sections, eg. if it is because you want the plan in case you become unwell, then you will need to complete the '*history*', *health*, *what's important for the future* sections etc.
- make the gathering of information for the plan and ultimately the final plan content **more effective** ie. as the 'why' provides focus for your own thinking along with a point for discussion with others
- provide you with ideas on **specific info** required for that aim, eg. info that justifies why you need funding for something - so for eg. would include topics '*What needs to change*', *Goals of the family*, *Actions*

Apart from your specific aim(s), the broad **aims of compiling a Holistic Plan** is to convey to those who support your family member the:

- essence of 'who' (ie. personality, interests, skills) the person is
- essential information about 'how to best support' your family member with their everyday needs and in achieving their goals, including the:
 - key areas of supporting a person to succeed & have a good day, ie. avoiding the quicksand and triggers that create an 'unpleasant' day
 - detailed information on what support and how best to provide it, eg. to maximise maintenance of or build skills and/or independence
 - and if you want it to, build in the information that someone who is replacing you as a 'prime carer' needs to know to do a good job and end up with a happy 'individual'
- preferences of your family member, whether it is the simple likes and dislikes eg. bath or shower, through to the complex, eg. prefers others not to physically touch them. This information becomes THEIR VOICE to the all.

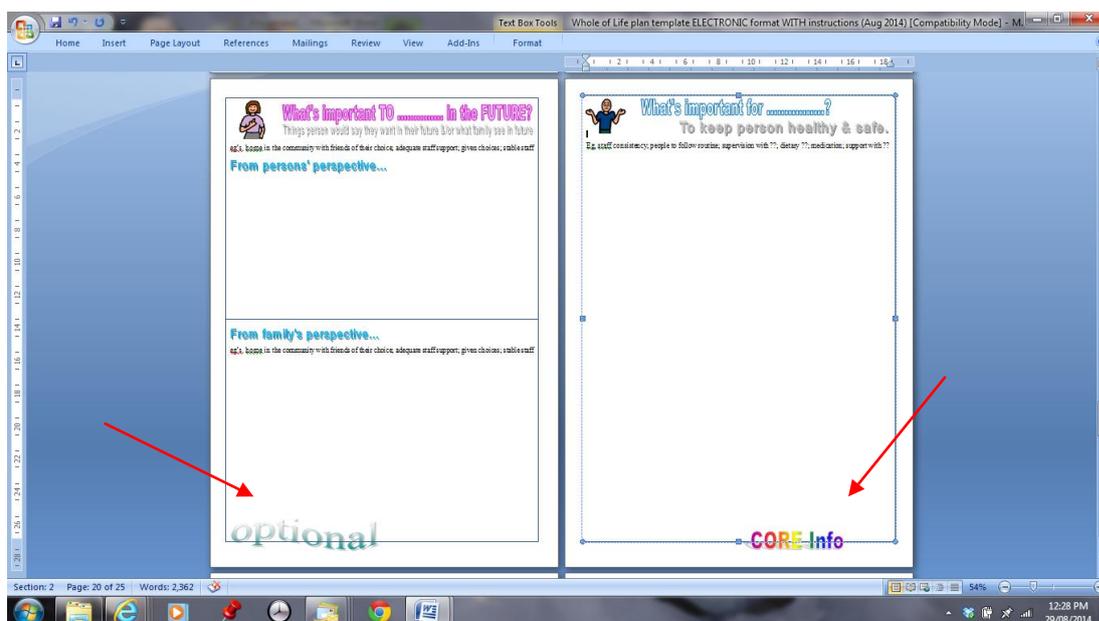
STEP 2: Content

Instructions are included in Step 4 for how to complete each of the CORE sections, however some broad tips developing your information:

- It is often best to tackle each topic on a **hard copy first** or in a separate document before typing in the 'tidied' up wording (eg. concise) points into each box
- It is **best to do it over time**, ie. have an initial brainstorm of all can think of for a question, then leave it, but keep it on the fridge for when you think of something else, even if you don't know which question to put it in to
- It may help to think of the information as what you would tell a new person who needs as '**orientation**' to working with your family member

Important Notes about the template:

- replace the **dotted lines** '.....' in headings on the template with the person's name.
- complete the **Core** sections (written in blue at the bottom of pages)
- only select the '**Optional**' sections (written in blue at the bottom of pages) that are relevant to your situation & delete the sections that are not relevant



IMPORTANT TIPS for how to Write your Content

- try to forget about 'deficits' & what a person can't do, rather focus on their **strengths** & how we can assist the person **to succeed**.
- write points in a **positive manner** ("don't get too close or he will hit you" - instead "ensure you respect his personal space")
- write in age appropriate terms eg. don't use nappy for adults
- only include things that **are appropriate**, eg. in *Great things about Chris* – “Chris is good at computers but staff won't let him use one” is obviously inappropriate. for an on-going plan, but is an issue that needs resolving
- ensure that info is **respectful** of the **person's dignity & privacy**. Your benchmark is if the info was about YOU, would you be embarrassed?
eg: staff should make sure that Chris doesn't pick her nose
- write your info in 'dot' points in 'concise' (summarised) way, as this makes it easier for workers to scan and take in
- remember to **not use 'I' unless** the person has said or is well known to like or want that item.
eg. "I want to do an hour of walking each day to lose 10kg" - is not likely to be what a person who has limited communication would say. Instead - "It is important for Chris to lose weight by walking each day for up to an hour"



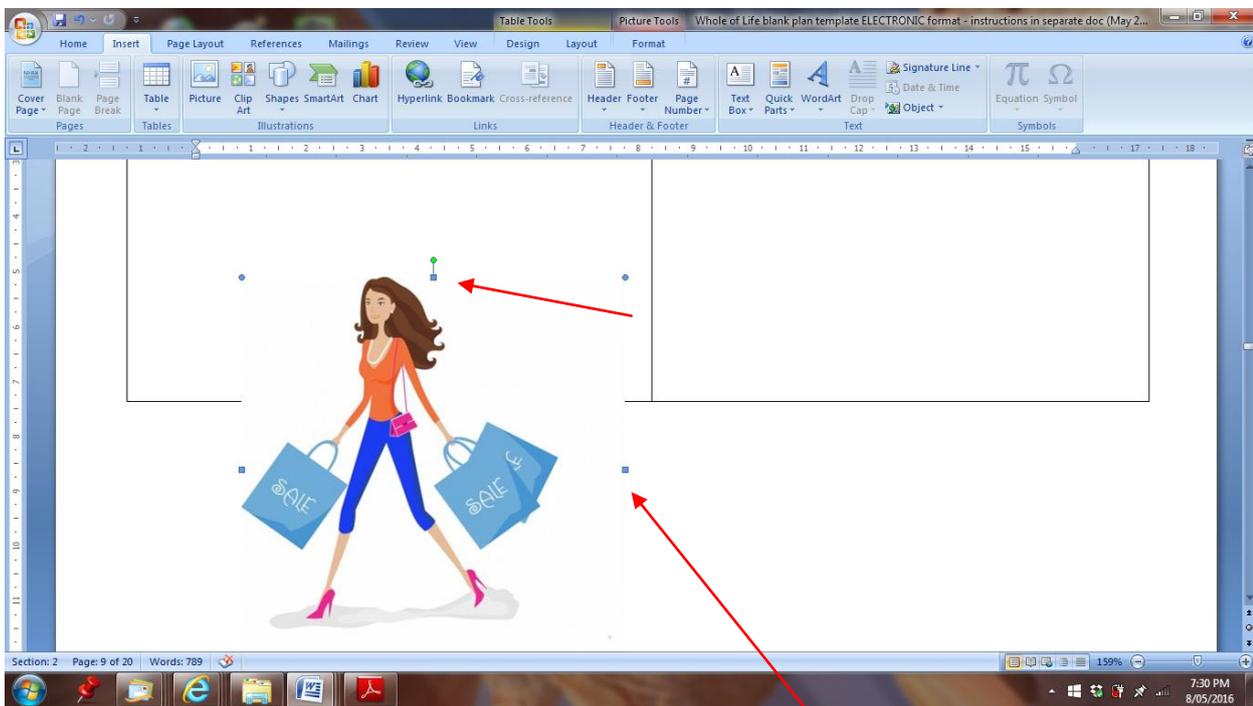
NOTE: more detailed info on the use of 'I' in separate handout

STEP 3: Formatting

The template has been designed to be altered easily so that you can personalise it to **reflect your family member's personality and attributes**.

Tips for Inserting Pictures or Photos into your Plan

- a) Click on the picture/photo you want (ensure has blue dots (see example below) surround the pic before copying)
- b) Either click on 'copy' from the Edit Menu or use 'Ctrl C' to copy the image.
- c) In the document you want the picture/photo, click on 'paste' or use 'Ctrl V' to paste in the image.
- d) Note that you should paste the image into the main part of the page if you wish to move it later. ie. if you paste a pic into a table (or text box) **it will not be able to be moved**



blue dots around pic
mean you've selected it

STEP 4 Instructions for Individual Sections

On this page and the next pages are:

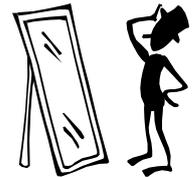
- * instructions for what each of the main 'sections' of the holistic plan are aimed at.
- * some ideas and examples to assist you with what type of information (content) is appropriate.

Remember if you attended a session/workshop more examples will have been given out.

Great things about (*enter person's name*)!

In this section, include strengths, abilities & talents of the person including:

- ✓ What they like about themselves (good to ask them)
- ✓ What they are good at (strengths)
- ✓ What others like/admire about them (again good to ask others)
- ✓ What are their abilities and talents (even what seems 'small' are key)

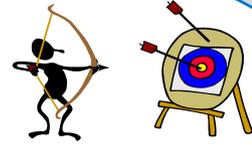


This may be difficult for some people who have not thought in this way before ie. used to telling system what 'can't do', but have a go & then go home & ask others.

A few examples include:

- good sense of humour
- good at computers
- being a good friend
- has a great smile
- good at making everyday choices
- is neat & tidy

Goals & Dreams



Some families will know this info straight away, but others may not have thought about this and therefore **it may be difficult**.

It also may be difficult to know a person's goals & dreams where they have a significant communication impairment. But I would encourage you to even think of the things that they love as part of their day/life, eg. go to Day Program; see their extended family; as these are at minimum, (if they love it) their goals.

Remember 'goals' **don't have to be grand** or long-term eg. go to Disneyland or have own house, you can start off with 'everyday' goals, like the things that a person likes eg:

- To go to school/work/Day Program to see their friends
- To going swimming
- To go to the disco
- To spend time with family
- To live with his/her friends/family
- To be able to make everyday choices eg. what drinks, food; TV shows or activities they'd like

Your Goals for Them

However, if you try and you can't work their goals out then use the second heading and insert your (ie. the family's) goals & dreams for the person, eg. to be happy living in the community. This is something you'll need to do anyway, but it may be easier to start there.

Helpful Questions

Some questions that may assist you to think about goals:

What does your family member love to do eg. art, music?

What do they want to do in the future?

Where do they want to live?

Do they want to get a job or travel?

What are the things they'd like to learn?

Important To



Explaining what **Important To** is about, *is best done through examples*, so see below, *however IMPORTANT TO* are the things:

- that a person loves to do or things that put a 'smile on their face'
- that make their day an enjoyable day
- and if they were taken away, it would make them very unhappy!!

It is important to **NOT INCLUDE** *Important For's* in this section, eg. to eat balanced diet, medications or exercise each day

Examples of things that might be *Important To* include:

- favourite TV shows
- family, friends, favourite staff
- football team &/or sports
- going out
- pets / hobbies / internet
- food (which most people love)
- being around people
- going out to shops / dances / drives
- ie. socialising

Important For Me to be Healthy & Safe



Things that are **IMPORTANT FOR** a person to stay healthy and safe are usually the things that **we don't like doing**, but need to do.

Some examples are below but questions to think about include:

What doesn't he/she like doing but needs to do it to stay healthy & well?

What are the things that doctors/professionals have recommended?

What extra support does he/she need to do everyday tasks?

Examples of '*Important For Me To Be Healthy & Safe*' include:

- exercise (add type & how)
- taking medications
- getting to bed at a particular time
- following a particular diet
- going to the doctors if I have a fever
- to tell people where you're going
- having familiar workers
- have support crossing roads
- workers who know my medical needs / behaviour support needs

HINTS for completing.....

What Works Well & What Doesn't Work Well

Write out the things:

- **that work well.....**when supporting your family member
- **that DON'T work well**when supporting your family member

Questions to assist you think about what works & what doesn't.

What makes a day a good day? (Works well strategies)

What are the things you must do to make things go well?

What triggers off difficult situations? (these are

What is the quicksand that you can assist others to avoid? eg. crowds

What Doesn't Work Examples might include things like:



- raised or loud voices
- negative people
- pressure &/or being rushed
- ignoring &/or leaving him/her out of what's going on
- breaking routine
- new people &/or people who are unfamiliar with his/her needs & preferences
- boredom; passive activities etc.

Works Well examples....



- allowing him/her to stick to their routine
- encouragement
- interactive activities
- favourite activities such as XXX
- giving time to respond to question
- giving information about what is going to happen
- good night's sleep
- giving choices (*be specific & add clarification such as, using real objects or between two things only or in a calm voice*)

Who Best Supports Your Family Member

This is about the attributes and personality type/traits that you feel people (staff, family) need to have in order to support your family member in the best way.

eg. *who best supports Chris - someone with an outgoing personality [not a quiet person - as I need to talk!!]*



In a sense this list could become your '**key selection criteria**' for **selecting the right staff person** to work with your family member.

Some **examples** you may feel appropriate for your situation include:

Who supports XXX best is someone who:

- has a sense of humour
- is respectful of others
- listens well and is patient
- has a calm personality
- is familiar with your family members preferences and needs
(or for new staff - they have the potential to appreciate these and respond respectfully to them)
- is caring
- can communicate effectively and honestly with others

Keep thinking about what type of person and attributes and watch people who work well with you family member and add things to the list.

What do you have NOW?



Write down what services you receive and any other supports you use currently (ie. now) from ALL sources, even things that you fund yourself:

- disability services eg.
- therapy
- transport
- equipment
- respite - regular & emergency
- case management
- a Support Plan at a Day Service

How are these service & supports funded?

Add where the funds come from on the right hand side.

If you don't know where the funding comes from, ask people in the services you use where do the funds come from.

What do you have NOW.....

.....that you want to keep?



To work out what you need funded, you should start with the things you use now that work well for you and this is what you want to keep.

.....that you want to change?



There may be things that you want to keep, but with a *small change*.

Or are there things that *aren't working at all*, so they obviously need to change completely or partially.

It also may be something that you *have none of* ie. don't have piece of equipment you need, so that needs to 'change' by getting it.