

Community Living Disability Services Program

Individual Planning Template

(formerly person-centred planning tool)

Individual plan date	Date updated or revisited	Date of next planned review
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Name	Age
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Region or community area	Community Service Worker
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Names of planning team members	Role

Name of residential agency or private home share provider (if applicable)
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Type of living arrangement

- | | | |
|--|---|--------------------------------------|
| ☐ Shift-staffed home | ☐ Cluster living | ☐ Family home |
| ☐ Home share (host family home) | ☐ Independent living | ☐ Other |

Name of day service agency providing support (if applicable)

Type of day activity

- | | | |
|--------------------------------------|---|---------------------------------|
| ☐ Day program | ☐ Employment | ☐ School |
| ☐ Independent | ☐ Post secondary education | ☐ Other |

Important “For”

includes what the person needs to stay safe and healthy. This may involve essential supports for daily life, such as help eating, navigating the community or having a behaviour support plan.

Important “To”

includes what the person values and needs to feel happy, fulfilled and content and may include goals like going to the bank independently, preferred personality traits in their supports, or having a consistent routine.

Strengths

highlight what is valued and appreciated about the person, including their skills and abilities (e.g., being a good listener, tech savvy, or a hard worker).

What's working

highlights areas of the person's life where positive experiences and progress is happening (e.g., successful respite, strong support or fulfilling job).

What can be improved

identifies areas where positive experiences are limited or inconsistent (e.g., disconnected from community or unsatisfied with work or home life).

Additional comments or important information

Dream and personal goals

Identify what makes the person happiest and where they want to be in life (e.g., living independently or taking a trip). In the table below, list the goal, steps to achieve it, who will help with each step, the timeframe, and who will track progress or record any barriers to goal achievement.

Goal(s):

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Steps:

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Who will help:

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When (timeframe):

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Monitoring:

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Learning and skill building goals

identify areas where the person wants to develop additional skills to grow and have positive experiences in their life or community (e.g., developing independent living skills, enrolling in job training, or improving communication). In the table below, identify the goal, steps to achieve it, who will help with each step, the expected timeframe, and who will track progress or record any barriers to goal achievement.

Goal(s):

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Steps:

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Who will help:

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When (timeframe):

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Monitoring:

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Daily support goals

Identify areas where the person wants to develop day-to-day life goals (e.g., developing strategies to get to school on time or receiving more help with personal care. You may refer to the “what can be improved” section for ideas. In the table below list the goal, steps to achieve it, who will help with each step, the timeframe, and who will track progress or record any barriers to goal achievement.

Goal(s):

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Steps:

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Who will help:

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When (timeframe):

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Monitoring:

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Cultural and spiritual goals

Identify areas where the person wants to explore or connect with their culture (e.g., supported with learning a traditional language, attending cultural festivals, or taking part in traditional ceremonies or activities that are meaningful to them). In the table below list the goal, steps to achieve it, who will help with each step, the timeframe, and who will track progress or record any barriers to goal achievement.

Goal(s):

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Steps:

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Who will help:

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When (timeframe):

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Monitoring:

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Other goals (may include goals to address a person's immediate needs including safety)

Goal(s):

Steps:

Who will help:

When (timeframe):

Monitoring:

Additional comments or important information

Collection of Personal Information and Personal Health Information

Personal information and personal health information collected in this template will be used to develop, implement and monitor implementation of the person's individual plan. Collection, use and disclosure of this information is done under the authority of The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act. If you have any questions about the collection of the information, please contact your Community Service Worker.

This template is available in alternate formats upon request