

Planning

Community Living BC (CLBC) provides supports and services to eligible adults* and their families. CLBC has an Individual Support Planning Policy to help people understand when an individual support plan is required. The policy outlines the information that needs to be included in plans and when they are required. This information sheet answers some common questions about the Individual Support Planning Policy.

What are individual support plans?

Plans are developed by individuals and their families to help them achieve their goals. When plans are required to access CLBC funded services, certain information needs to be included. Plans usually include a combination of support from family and friends and community resources, in addition to requested CLBC funded services.

When is an individual support plan required for CLBC-funded services?

An individual support plan is required:

- when your family member requires ongoing CLBC funded services that have a combined cost of more than \$6,000 per year
- when a new residential setting is requested
- when a new community inclusion activity is requested
- when an immediate family member is a potential service provider

What are CLBC adult services?

CLBC provides a range of community living supports and services to eligible adults to assist them to live as fully and independently as possible in the community. These can include respite, community inclusion, employment support and residential support. CLBC provides flexible supports that promote choice and independence and are intended to address individuals' unique needs and goals.



A CLBC facilitator can help you figure out if your family member will require CLBC funded services that cost more than \$6,000 per year. Requests for ongoing supports of more than approximately five hours per week will usually need to be outlined in a plan. Plans need to be developed in the period before services are put in place. A facilitator can tell you about when a plan will need to be developed in your particular situation.

Does CLBC always require an individual support plan?

No, a plan is not required for short-term emergency funding. If service will be required after the emergency response, a plan will need to be developed. Plans are not required for short term, goal focussed supports like eight weeks of employment support. Plans are not required when your family member is only accessing CLBC funded services that are less than \$6,000 per year. It is still a good idea to plan even when written plans are not required, because planning helps to make sure that your family member can live a good life in the community.

Does CLBC require an individual support plan for Individualized Funding?

Plans are required for Individualized Funding when requested CLBC funded services are more than \$6,000 per year. Further information on Individualized Funding can be found on the CLBC website under [Supports & Services > Individualized Funding](#).

** A CLBC eligible adult is a person who is 19 years of age or older and who meets the eligibility criteria described in the Eligibility for CLBC Supports and Services Policy.*



How is an individual support plan developed?

Individual support plans can be developed by an adult or youth with their family, or with the help of a support network, friend or trusted advisor, or a plan may be developed with the support of a CLBC facilitator. There are many ways to create plans but the person the plan is for is always at the centre of the process. If you develop a plan requesting CLBC funded services, a facilitator will help you make sure that all of the required information is included in the plan.

What information needs to be included in an individual support plan?

When an individual support plan is required for CLBC funded services, the plan needs to include certain information.

Your family member's plan needs to include a description of:

- who they are
- their strengths, goals and aspirations
- how CLBC funded services will help in reaching those goals
- the type and amount of services needed
- the date that services are requested to begin

Plans also need to include safeguards, which are actions that are done on purpose to help reduce the risk that someone will be harmed.

Who reviews the plan, and how is it used once it has been reviewed?

CLBC reviews the plan to see if there is a clear link between a person's level of need for service and the type and level of requested CLBC funded services. CLBC analysts and facilitators collaborate to provide the supports reflected in the plan and ensure that services provided align with the needs, goals and strengths in the plan. Analysts implement approved funding and tailor supports as needed. Facilitators assist with accessing generic services, and community and informal supports.



Why is planning important?

CLBC believes the best way to support people to live a full life in the community is to plan to make it happen. That's why CLBC provides support for planning and a range of planning options that promote choice, flexibility and self-determination.

Why does CLBC focus on developing individual support plans?

CLBC believes the best way to support people to live a full life in the community is to plan to make it happen. Your family member may require supports and services and proper planning will enable them to focus supports and services so they can live the kind of life they want to have. An individual support plan makes it possible to design supports and services to help people reach their goals.

Where can I get more information on planning?

Please consult with a facilitator to learn more about what information needs to be included in a plan. A facilitator can provide you with more information, booklets and guides about planning.

CLBC has published a guide to planning for individuals called *Self Advocate Workbook: My Plan*, which is available on the CLBC website under [Resources > CLBC Publications](#).

Contacting CLBC

A CLBC facilitator can help you develop a plan and will provide you with important information.

Start by calling CLBC toll free at 1-877-660-2522 or visit the CLBC website at: www.communitylivingbc.ca.