

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 to access CLBC funded services. The policy outlines the information that needs to be included in plans when they are required. This information sheet answers some common questions about the Individual Support Planning Policy.

What are individual support plans?

Individual support plans describe an individual's hopes, dreams and wants and identify their strengths, needs and goals. Plans are developed by individuals and their families and describe the kinds of support and service that individuals need to help achieve their goals. Individual support plans can be in different formats and when they are required to access CLBC funded services, certain information needs to be included. When plans are required they should include a combination of support from family and friends and community resources in addition to requested CLBC funded services.



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 are required before CLBC can provide funding, so plans need to be developed in the months before services are put in place. A facilitator can tell you about when a plan will need to be developed in your particular situation.

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.

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

Does CLBC always require an individual support plan?

No, a plan is not required for immediate emergency funding which is only short term. 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 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 Individuals & Families > Individualized Funding.



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* 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 on their own or with the assistance of their family, or with the help of a support network, friend or trusted advisor, or they 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 dreams, goals and aspirations
- how they communicate and take part in relationships with others
- how they participate in working, learning and community activities
- the kind of help they need daily
- any complex health needs, mental health needs or other risk factors
- how they stay safe from harm
- how they makes day to day and important life decisions

The individual support plan needs to describe goals and explain how any requested CLBC funded services will assist in reaching those goals.

The plan also needs to outline the type and cost of services requested, explain the type of funding that is being requested and include 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.

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.

What will happen when the plan is finished?

If the plan includes a request for CLBC funded service it needs to be submitted to CLBC. Contact a facilitator who will help you make sure that all of the required information is included before the plan is forwarded to a CLBC analyst for review.

What is the analyst reviewing in a plan?

The analyst 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. The analyst also looks for a link between the person's goals and the requested services. The analyst will review the plan and then make decisions about what CLBC services will be provided. The analyst will make a decision about which requests for service can be funded on the requested date and which will possibly be funded at a future date based on the available CLBC resources.

How will I know about the decisions after a plan review?

Analysts and facilitators work together to make sure that people know what has happened when a plan has been reviewed. Facilitators are the primary point of contact for individuals and their families. A facilitator will tell you about the funding decisions and help you revise plans or service requests if needed. The facilitator will let you know if the request will be funded, and when funding may be available to put services in place.

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.

Contacting CLBC

It is a good idea to meet with a CLBC facilitator before you begin planning. A facilitator can also help you 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.