



**Utah  
Parent  
Center**

**Special needs,  
extraordinary potential**

# Person-Centered Support Planning Tools

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# Introducing....

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## Tools to Assist in PCSP Meetings

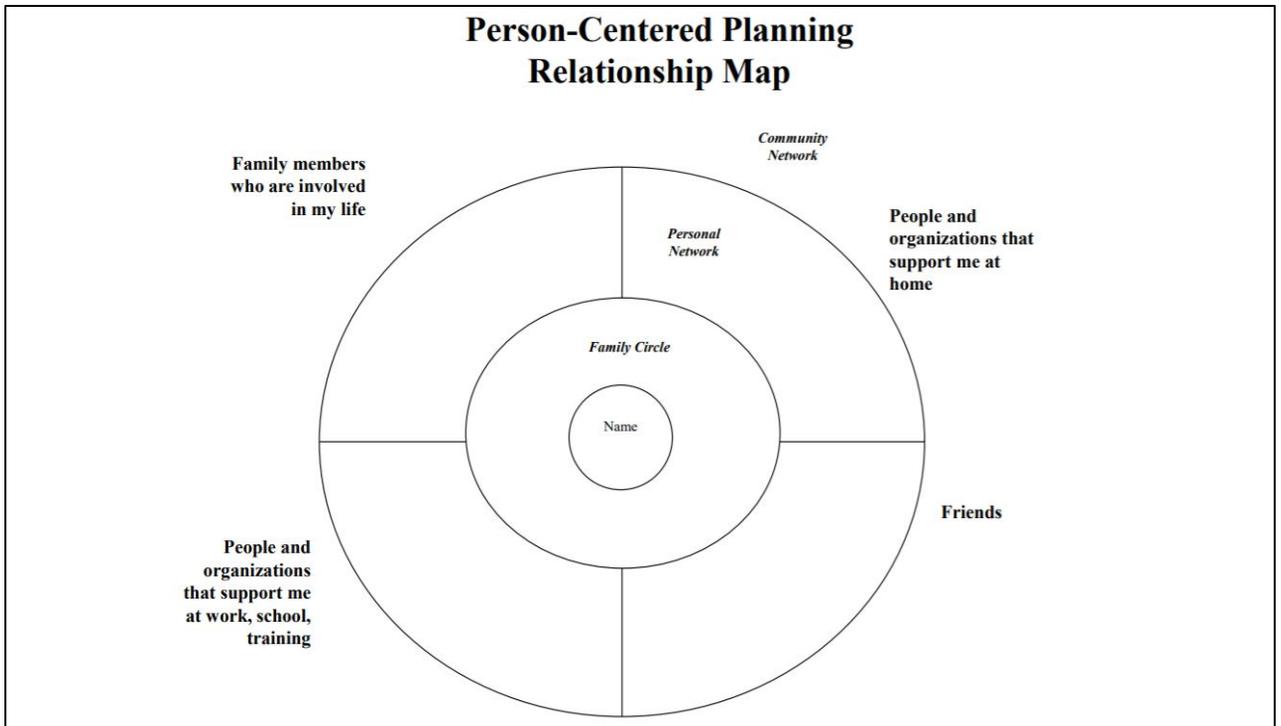
- Person-Centered Planning Relationship Map\*
- Charting the LifeCourse Tools
  - Trajectory Worksheet\*\*
  - Tool for Developing a Vision\*\*
  - Integrated Supports Star\*\*
  - Integrated Long-Term Supports Template\*\*
  - Exploring Decision-Making Supports\*\*

\*adapted from training developed by Georgia State University's Center for Leadership In Disability

\*\* tools available free of charge at <https://lifecoursetools.com>

DSPD has selected these tools from CtLC to facilitate the PCSP process. They are designed to help facilitate conversations about what an individual wants, doesn't want, who can help them achieve it and the steps it will take to get there. You may find it useful to access and incorporate these tools into the PCSP process. Or you may not; you may have your own tools you find helpful.

## Person-Centered Planning Relationship Map



The relationships map is an easy tool to use that assists the individual with identifying people in his or her “circle.” This tool can be used to help identify who the individual would like at their Person-Centered Planning meeting, where an individual has solid support, or where they may be lacking in support. There are five areas on the Relationship Map; Family, Friends, People and organizations that support me at home, family members who are involved in my life, and people and organizations that support me at work, school, and/or training. Write names into the map accordingly and be sure to put those who may involve larger, more important roles, closer to the center of the circle. Highlight those who the individual may want at their person-centered planning meeting as a reference for when you are pre-planning the meeting.

Look at your map. What do you notice? Do you see any patterns or themes? When the tool is finished, you should be able to easily see where support is solid and where support is lacking. Take time to brainstorm who could fill these gaps and how they could be beneficial to the individuals you serve.

The Relationship Map is a great tool to use in conjunction with the other Tools, and as a precursor to these other tools and to the PCSP meeting to make facilitating the meeting easier.

# Charting the LifeCourse Framework

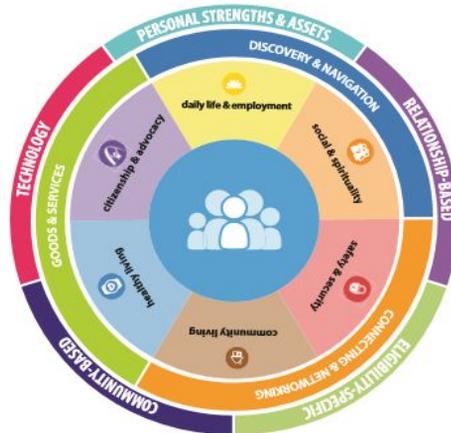
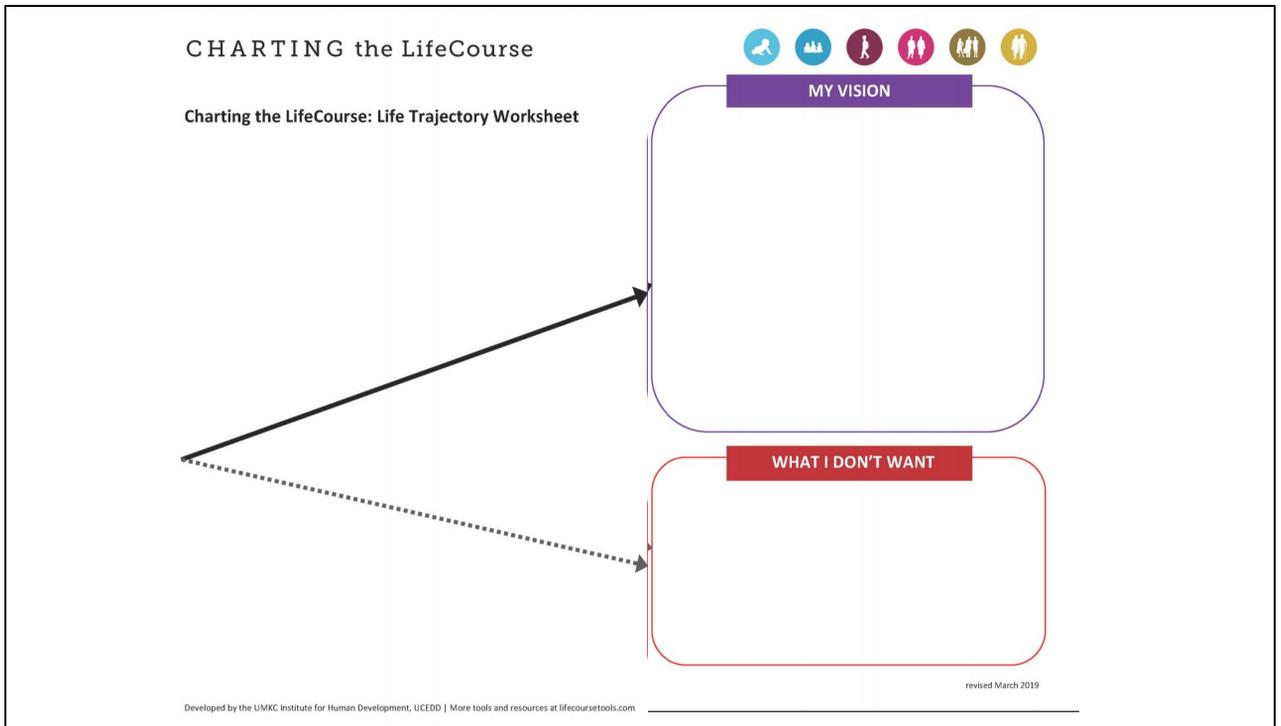


Image courtesy of CtLC

Overview of Charting the Life Course (CtLC) – Individuals exist within the context of a family. They have full lives that encompass many different domains. Families need a variety of information and supports to be successful. There are many types of supports to consider when planning a good life. I'm going to BRIEFLY talk about 5 tools available from CtLC to help in PCSPs.



The Life Trajectory Worksheet is used to facilitate an open conversation about what makes a “good LIFE”, and picturing a long-term vision. It also gives us a chance to discuss what the individual does NOT want in his or her life and what experiences have occurred that may negatively influence the trajectory to the “good life”. This tool could be used prior to or during a person-centered planning meeting in order to get families, teachers, and staff all on the same page in supporting someone to attain their best life.

When using this tool, think about what makes a life good for someone. Does it involve working? If so, at what kind of job? What about hobbies? What do you enjoy doing in your leisure time? Do you have pets? Where do you live? How or who manages your health? Because there are many different aspects that involve having a good life, the person using this tool must be creative in order to discuss what is a part of a good life and what is not. Pictures or videos of different alternatives to living or employment might be helpful, or take tours of various places. It is important that the individual understands what they are deciding between to the best of their capabilities.

This worksheet can also be customized to fit someone's specific goal. For example, you may use this trajectory to just plan someone's employment goals or goals for living independently.

# CHARTING the LifeCourse



## Tool for Developing a Vision – Individual

Forming a vision and beginning to plan for the future in each of the life domains helps plot a trajectory for a full, inclusive, quality life in the community. This tool is to help individuals with disabilities of all ages think about a specific vision in each life domain for how they want to live their adult life, and prioritize what they want to work on right now that will help move toward the life vision.

LIFE DOMAIN		My Vision for My Future	priority	Current Situation/Things to Work On
 <b>Daily Life Employment</b>	What do I think I will do/want to do during the day in my adult life? What kind of job/career might I like?			
 <b>Community Living</b>	Where would I like to live in my adult life? Will I live alone or with someone else?			
 <b>Social &amp; Spirituality</b>	How will I connect with spiritual and leisure activities, and have friendships and relationships in my adult life?			

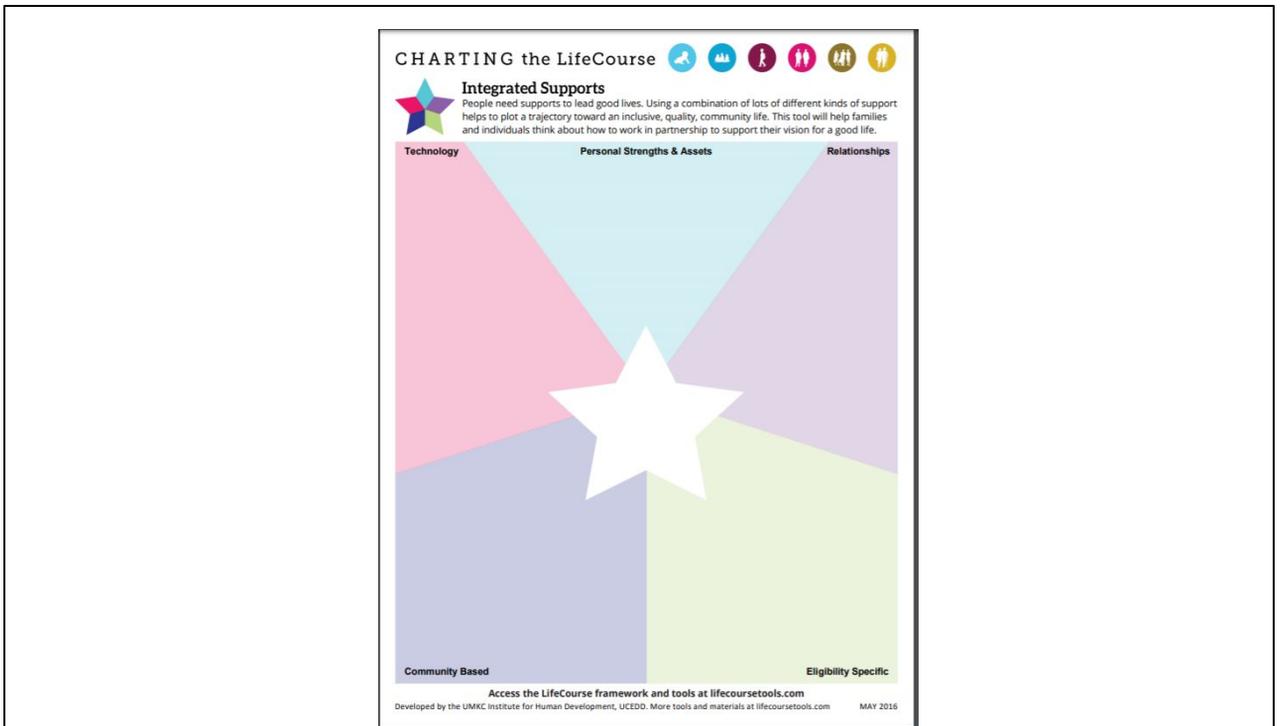
This tool covers 6 life domains - Daily Life/Employment, Community Living, Social/Spirituality, Healthy Living, Safety/Security, Citizenship/Advocacy. It also includes space to note family supports and community or paid supports and services. One column asks thought-provoking questions to get the conversation started. There is a column to write the skills or changes that need to happen to reach the vision. There is also a column to prioritize the things that need to be worked on.

The first step of the process is to discuss each domain and define what it means, if necessary. You may need to provide examples, or tour some facilities, etc. to get some ideas of what each domain entails and start thinking of the vision of the future.

Then use the questions and add more of your own to further drive the conversation of what each domain will look like at some future point. You may need to take additional tours, take pictures, etc. to determine the vision for the future.

The next step is to discuss what the current situation is for each domain. Are you working on finding housing or do you already have a set living situation? Are you employed or want to start taking steps towards employment? Do you already exercise or want to start? Finally, you will rank each of these domains in a different priority. Many of these can have the label as “Number One” priority. For instance, you may want to start exercising as soon as possible as well as begin looking for a job. What are things we can begin to implement right away versus things that may take awhile? For example, we can start the process of looking for jobs right away, but we may not start actual employment for another two months.

The “Things to Work On” may become part of the PCSP for the provider to support in the achievement.



The Integrated Supports Star tool is used to identify the supports a person is already receiving in order to be living an inclusive, quality life along with determining where support is lacking. This tool is also used to identify partnerships where collaboration may work best in achieving a good life for the individual. There are five different sections to the star: (1) Relationships, (2) Personal Strengths and Assets, (3) Technology, (4) Community Based, and (5) Eligibility Specific. Each section represents a type of support a person may already have in place.

Relationships could include friends, family, neighbors, community or church groups

Personal Strengths and Assets may be life experiences and personal knowledge, such as riding the bus, social skills, education and/or training, this could even be a material asset, such as a car

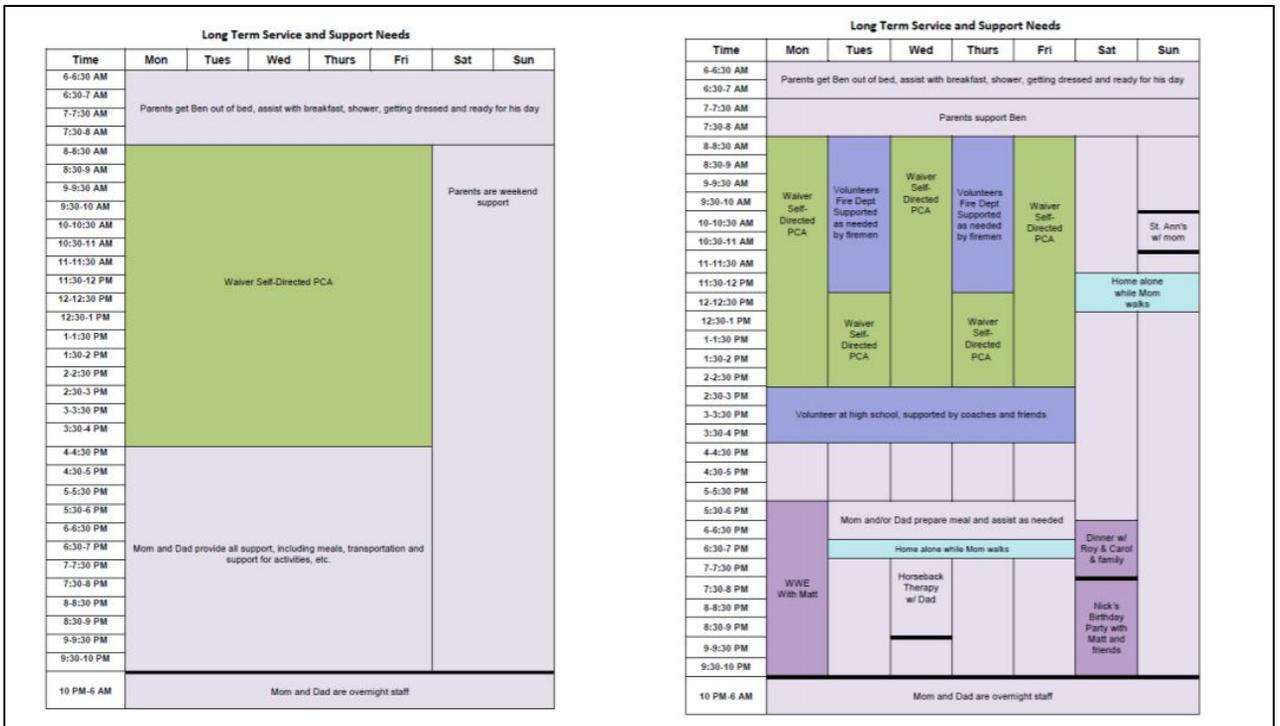
Technology could be an iPad, cell-phone, adaptive equipment and low-tech items such as a schedule board or task list

Community Based supports include school, businesses (ex: grocery stores), church, public transportation, parks and recreation, the gym

Eligibility Specific supports may be Medicaid, food stamps, section 8 housing, special education services

The Integrated Supports Star is excellent to use before going through the Integrated

Long-Term Support Needs tool and figuring out a person's ideal daily schedule. It can also be used as a pre-meeting tool with the individual with a disability and their family or support to identify areas of discussion for the person-centered meeting in order to save time.



The Integrated Long-Term Support Needs tool is used to determine areas where supports could be implemented to make a person's daily schedule and overall life more full. There are five areas of support identified in this tool, all of which are color-coded for better visual representation of which supports are lacking and which are heavily being used: (1) Personal Assets and Strengths (light blue), (2a) Relationship Based – Primary Caregiver (light purple), (2b) Relationship Based – such as a family member, friend, or neighbor (dark purple), (3) Technology (pink), (4), Community Based (dark blue), and (5) Eligibility Based (green).

The first step in using the Integrated Long-Term Support Needs tool is using the calendar provided and write in what the weekly schedule currently looks like. Make sure to detail this part as much as possible and include key members, such as families, friends, or staff, to make the most accurate daily schedule.

Second, color in each time-slot to the correlating support that is being used. For example, if the person is going to their day-program, color in the time-slots green during their time at the program. Next, notice which colors are lacking and begin to discuss with the individual, and other members who may be a part of the meeting, how you could make this schedule more colorful.

The Integrated Long-Term Supports Tool can be used in conjunction with the Integrated Supports Star.

# Charting the LifeCourse - Decision Supports

For each question below, mark the level of support you need when making and communicating decisions and choices in the Charting the LifeCourse life domains.	 I can decide with no extra support	 I need support with my decision	 I need someone to decide for me
 <b>DAILY LIFE &amp; EMPLOYMENT</b>			
Can I decide if or where I want to work?			
Can I look for and find a job ( <i>read ads, apply, use personal contacts</i> )?			
Do I plan what my day will look like?			
Do I decide if I want to learn something new and how to best go about that?			
Can I make big decisions about money? ( <i>open bank account, make big purchases</i> )			
Do I make everyday purchases? ( <i>food, personal items, recreation</i> )			
Do I pay my bills on time ( <i>rent, cell, electric, internet</i> )			
Do I keep a budget so I know how much money I have to spend?			
Am I able to manage the eligibility benefits I receive?			
Do I make sure no one is taking my money or using it for themselves?			

The Tool for Exploring Decision Making Supports identifies which areas a person will or will not need individualized supports to make important decisions. The tool identifies three decision making areas: (1) I can decide with no extra support; (2) I need support with my decision; and (3) I need someone to decide for me.

The tool uses the Domains identified by Charting the Life Course with questions in each area. These Domains include: (1) Daily Life and Employment, (2) Healthy Living, (3) Social and Spirituality, (4) Safety and Security, (5) Community Living, and (6) Citizenship and Advocacy.

Under each of these Domains are questions meant to be answered and spark other questions within each domain that are more unique to a person. This worksheet is a great tool to use during a Person-Centered Planning meeting in order to receive feedback not only from the individual but those who have supported the individual in the past in some of these areas in decision-making. It can help with decisions surrounding guardianship and let caregivers see areas they could step back or areas where additionally training and/or support might be helpful.

# Living a Good Life



**VISION for a GOOD LIFE**  
LIST what you want your "good life" to look like...

- Movies - own them & see them in theaters
- Chocolate Chip Cookies
- Be in charge of my life
- People helping me know what to do
- Eat out at fast food/restaurants
- Go to Disneyworld (2020)
- Be near my family - family time
- Pizza
- Challenges - Try new things
- Cheeseburgers, French fries & coke
- Have a job
- Cheese puffs/ito/Nips etc.
- My own space

**What I DON'T Want**  
LIST the things you don't want in your life...

- Feel like a little kid
- Constantly changing @chedules or routines
- Bossy people
- To be forced to do things I don't want
- Loud places
- Having to go places I don't want to because I can't stay alone at home

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It takes a vision and a team to build a good life for your clients. What does a good life look like for them? With person-centered planning, you can help them achieve it.

# For Help and Questions....

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