Tools and Resources to support implementation of the National Framework for Person-Centred Planning Services for Persons with a Disability

New Directions

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Introduction

Context and Background

The HSE is undertaking a major reform of services for persons with a disability entitled **Transforming Lives**. At the heart of this reform is to support persons with a disability to live a life of their own choosing in the community, and to make services genuinely person-centred. Person-centred planning is a key process to focus the delivery of services and supports on the person and how they want to live their life. The National Disability Authority supported the HSE to develop a National Framework for Person-centred Planning, in response to an identified need for a more consistent approach to person-centred planning in Ireland. The HSE and National Disability Authority also commissioned the compilation of this list of Tools and Resources, to support implementation of that framework. It is important that the reader is familiar with the National Framework for Person-centred Planning, before using this document.

Purpose

The tools and resources listed below supplement the guidance in the National Framework for Person-Centred Planning in Services for Persons with a Disability in Ireland. They may offer additional insight and advice in relation to specific aspects of the person-centred planning process, or provide practical materials for use during the process. In implementing the National Framework for Person-centred Planning, those working in disability services may find it helpful to look at how a person-centred planning approach works in other areas. This list is not exhaustive.

Each tool and resource in this list was reviewed by members of the working group that advised on the development of the National Framework for Person-centred Planning in Ireland. In selecting these tools and resources, the following considerations were taken into account:

- the relevance of each resource to the key components of the National Framework for Person-centred Planning

- the different contexts in which the tools and resources may be used

- the different roles and skill levels of those accessing the list

- the different learning styles and information preferences of potential readers; the list includes a range of formats including books, articles, YouTube videos, and Easy to Read materials.

Advice on Using the List of Tools and Resources

Many of these tools and resources have been developed in different countries and for different contexts. The reader must be aware that specific legislation, policies or initiatives, referred to in documents or websites originating outside Ireland, may not be relevant in this country. The country of origin of each resource is identified with the name of the author.

The reader should also note that the language used to refer to the stages and aspects of the person-centred planning process may differ across the resources, and may not always be consistent with the language used in the National Framework for Person-centred Planning in Ireland.

Structure of the List of Tools and Resources

The tools and resources have been organised into different sections. The first section identifies tools and resources, which can help the reader to learn more about person-centredness. The remaining sections have been organised into the stages of person-centred planning as outlined in the National Framework for Person-centred Planning. Section Two highlights tools and resources which provide support in getting ready to do a person-centred plan. Section Three lists tools and resources which may be helpful in putting a person-centred plan together. Section Four focuses on tools and resources to support putting the person-centred plan into action. Finally, Section Five identifies tools and resources which can help with finding out if the person-centred planning process is working.

Key websites

As well as the specific resources listed, there are a number of key websites which contain information and resources applicable across the person-centred planning process:

- www.personcentredplanning.eu

- www.helensandersonassociates.co.uk

- www.thinkandplan.com

- www.inclusivesolutions.com

It is important that individuals can access technology, if they wish, to support them to develop their person-centred plan and to achieve their goals. There are a number of Apps, which may support the person-centred planning process. We have not included specific Apps in this list of tools and resources. Instead, we have listed below a number of websites that provide up to date information on Apps and software, and on how to access them.

- http://www.assistireland.ie/eng/Information/Information_Sheets/Apps_for_People_with_Disabilities_and_Older_People.html : This website offers advice on using Apps with people with disabilities and older people. It describes the main types of apps available with examples, and provides links to where the reader can browse and download them

- www.arcwestchester.org/technology-toolbox The Tech Toolbox: This is a peer reviewed online directory of technology, including software and apps, to support people with intellectual disabilities. It lists a number of apps to support person-centred planning at different stages of the process

- http://www.callscotland.org.uk/downloads/quick-guides/ and http://www.callscotland.org.uk/information/ : In the information and guides section of this website, the reader will find advice on using technology to support people with disabilities. There are also App wheels which identify a range of iPad Apps which can be used to support individuals with specific disabilities, for example, http://www.callscotland.org.uk/Blog/the-newly-updated-aac-app-wheel/

Section 1: Person-centredness

Person-centredness
1. United Response - series of YouTube presentations:
1. What is a person-centred approach?
2. What is a person-centred organisation?
3. Why are person-centred organisations important?
4. What does 'person-centred thinking in action' look like?

Description
In these short videos, Bob Tindall, from United Response, explains what a person-centred approach means and its importance in support services, and discusses how it can be put into practice in organisations.

Author
United Response - UK 2012

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=vPS88Mum4JI

https://www.youtube.com/watch?v=Y9zv0f1qTC8

https://www.youtube.com/watch?v=qs_LZYR9ayg

https://www.youtube.com/watch?v=xkHV_IK_BQY

2. Person-Centred Practice
Description
This is a presentation given at the NIPEC Annual conference in 2017. This presentation introduces a person-centred practice framework. It is the only framework of its kind internationally and has been well reviewed and validated. Professor McCance discusses the meaning of person-centredness, the key elements of the framework, and the challenges of implementing such an approach in current healthcare systems.

Author
Professor Tanya McCance - Ireland 2017

Format
PDF copy of slides

Cost
Free to access

Link
http://www.nipec.hscni.net/download/presentations/past_presentations/2017_present
ations/conf_march_2017/Prof-Tanya-McCance-Presentation-080317.pdf

3. Person Centred Planning and Care Management with People with Learning Disabilities

Description
This book provides a reflective analysis of person -centred planning for people with learning disabilities. It draws on practical experience and research findings. It looks at policy and practice issues for organisations.

Author
Edited by Paul Cambridge and Steven Carnaby - UK 2005

Format
Book

Cost
£19.99 Sterling

Link
https://www.jkp.com/uk/person-centred-planning-and-care-management-with-people-with-learning-disabilities.html

4. Active Support: Enabling and Empowering People with Intellectual Disabilities

Description
This is a book which covers enabling relationships, staff support, practice leadership and the organisational context.

Author
Jim Mansell and Julie Beadle-Brown - UK 2012

Format
Book

Cost
£19.99 Sterling

Link
https://www.jkp.com/uk/active-support.html

5. Person Centred Approaches and Working

Description

This is a page hosted on a website for people with intellectual disabilities. The page is called Person Centred Approaches and Working, and has a number of useful templates and resources aimed at adults with intellectual disabilities and facilitators.

Author

Care Plus Group North East Lincolnshire - UK

Format

Website

Cost

Free to access

Link

http://www.sayingitall.com/v2/help-support/person-centred-planning/

6. Person-centred planning and end of life care

Description

This website provides information on delivering person-centred supports if you work with people nearing the end of their life. There are a number of resources and ideas to support individuals to think about end of life.

Author

Helen Sanderson Associates - UK

Format

Website

Cost

Free to access

Link

http://helensandersonassociates.co.uk/health-social-care/end-life-care/

7. Introduction to Person-centredness

Description

Professor Jan Dewing, Director of The Centre for Person-centred Practice Research Centre in Scotland, provides an introduction to person-centredness, with a focus on clarity about our own values and beliefs about its meaning. There is a focus on nursing in this resource.

Author

Professor Jan Dewing - UK 2012

Format

YouTube video

Cost
Free to access

Link

8. Person-centred Practice in Nursing and Health Care

Description
This book is a practical guide for health care practitioners wishing to develop person-centred ways of working. The book looks at the importance of person-centred practice from a variety of aspects. This book is being used on the HSE National Programme to Enable Cultures of Person-centredness.

Author
Brendan McCormack and Tanya McCance – UK 2016

Format
Paperback book and ebook – second edition

Cost
€32 - €50

Link
https://blackwells.co.uk/bookshop/product/9781118990568?gC=8ad8757ba&gclid=EAlaIQobChMI5J3vrJuP2wIVyb3tCh0e_wgZEAQYAiABEgKq9_D_BwE

Organisational / person-centred cultures

9. Person-centred vs System centred

Description

This film explains how person-centred work differs from system-centred work. It highlights the importance of understanding that people don't belong to systems; they belong to themselves, their families, and their communities.

Author

Beth Mount, Open Future Learning, USA / UK 2013

Format

YouTube video

Cost

Free to access

Link

https://www.youtube.com/watch?v=y77y7XW8GtE

10. Creating a Positive Work Environment in our Health Services: A Useful Guide for Staff, HR Practitioners and Line Managers

Description

This guide was produced by the Positive Workplaces Strategy Group in the HSE. It looks at best practice in creating a positive workplace environment. It includes guidance to managers on minimising the potential for conflicts in the workplace, and on managing conflicts if and when they arise.

Author

HSE - Ireland 2015

Format

PDF

Cost

Free to download

Link

https://www.hse.ie/eng/staff/benefitsservices/hrguidepositivework.pdf

11. What is a person-centred organisation?

Description

In this video, Helen Sanderson outlines the key characteristics of a person-centred organisation; leadership, shared values, outcomes, community focus, empowered and valued staff, learning, working together and PCP practice embedded throughout all levels of the organisation.

Author
Helen Sanderson Associates - UK 2012

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=6UdowPqyWDs

12.   Playing Your Part in Creating Positive Cultures

Description
Creating Positive Cultures was an initiative established by Paradigm, a UK based training and development agency working primarily with organisations that provide support for people with disabilities. The initiative emerged out of a series of workshops and projects where participants expressed concerns and identified a number of constraints that mitigate against the provision of quality supports. In response, Paradigm organised the Creating Positive Cultures programme, designed to help teams identify barriers to the provision of person-centred services and to develop and pilot possible solutions. This report summarises that programme.

Author
Paradigm UK - UK 2017

Format
PDF

Cost
Free to download

Link
http://www.paradigm-uk.org/wp-content/uploads/2017/08/Paradigm-Creating-Positive-Cultures-Report-copy.pdf

13.   What does good look like?

Description
This resource gives an overview of good support for people with disabilities. There is an accompanying checklist which can be used for self-evaluation.

Author
Julie Beadle-Brown and Bev Murphy - UK 2016

Format
PDF

Cost
Free to download

Link
https://www.unitedresponse.org.uk/Handlers/Download.ashx?IDMF=555fb2b0-b70b-43ea-b2a0-6577262b2777

14.   Culture Fundamentals

Description
Edgar Schein, a foremost thought leader in the field of culture, shares insights about what culture really is & how leaders should focus on resolving related problems. This YouTube video will be useful to anyone that wants to learn more about the effect of culture on practice.

Author
Edgar Schein - 2014

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=4Fw5H7GWzog

Transformational Practice Development

15. Practice development and allied health - a review of the literature

Description

This is a journal article which looks at practice development within the allied health professions. The article contains definitions of practice development, information on the background to this process and the thinking behind it. The article also provides a literature review, focussing on 15 specific papers.

Author

Patricia Bradd, Joanne Travaglia and Andrew Hayen, International Practice Development Journal - Australia 2017

Format

PDF

Cost

Free to download

Link

https://www.fons.org/Resources/Documents/Journal/Vol7No2/IPDJ_0702_07.pdf

16. Learning Log

Description

The learning log gives a process to record what you are learning whilst supporting someone. By capturing this information and reviewing it, a team can share learning and make sure they are giving each person the best support. This resource is described on the website page. There are short explanatory videos which give case examples and show the log in practice. There is also a template for the learning log which can be downloaded.

Author

Helen Sanderson Associates - UK

Format

Website, PDF, video

Cost

Free to access

Link

http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/learning-log/

Understanding 'Important to' and 'Important for'

17.   Sorting what is important to and for a person and getting a balance

Description

This video explains the concepts of 'important to' and 'important for' the person. It includes practical examples.

Author

Helen Sanderson Associates - UK

Format

Video

Cost

Free to access

Link

http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/sorting-important-tofor/

18.   Sorting 'Important to / for' tool

Description

This is a one page template to record what is 'important to' and 'important for' the person.

Author

Helen Sanderson Associates - UK

Format

PDF

Cost

Free to download

Link

http://www.helensandersonassociates.co.uk/wp-content/uploads/2015/02/importanttofor.pdf

19.   Person Centred Thinking with Older People; Practicalities and Possibilities: Section 3 - Important to and Important for

Description

Section 3 of this book focuses on the concept of 'important to and important for' the person. It works through two case examples of older persons, using the tool listed above. It shows the benefits of this tool in developing person-centred supports.

Author

Helen Bowers, Gill Bailey, Helen Sanderson, Lorna Easterbrook and Alison Macadam - UK 2007

Format
PDF

Cost
Free to download

Link
http://sonoranucedd.fcm.arizona.edu/sites/sonoranucedd.fcm.arizona.edu/files/Roadmap_Resource_Materials/Chapter3_PersonCentredThinkingTool.pdf

20. A perfect week

Description
This is a template to help a person think about what they would like their life to look like. It can form the basis of an effective person-centred plan.

Author
Helen Sanderson Associates - UK 2018

Format
Word document

Cost
Free to download

Link
http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/perfect-week/

Section 2 - Stage 1: Getting ready to do a person-centred plan

Supporting self-advocacy

21.   The five key principles of person-centred planning

Description

This is an Easy to Read guide to the key principles of person-centred planning.

Author

Ohio Department of Developmental Disabilities - USA 2015

Format

Video

Cost

Free to access

Link

https://www.youtube.com/watch?v=BSLRow7kkYs

22.   A voice of their own: a toolbox of ideas and information for non-instructed advocacy - second edition

Description

This book is aimed at those supporting persons with disabilities and communication difficulties. It covers a range of topics including:

- Why advocacy is important

- Skills necessary to be an advocate

- Types of advocacy

- Communication

- Choice and decision making

It has ideas and tools to support individuals with different strengths and needs.

Author

Annie Lawton, BILD - UK

Format

Book

Cost

£18 sterling

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Link
http://www.bild.org.uk/our-services/books/practical-support-for-better-lives/a-voice-of-their-own/

23.   What is Independence and Support?

Description
This is a film produced by people with disabilities. It highlights their experiences of support and describes the barriers that they face every day in making their own choices and decisions. Images, role plays, songs and vox pops are used to get the key messages across.

Author
Twisting Ducks Theatre Company - UK

Format
Video

Cost
Free to access

Link
http://www.paradigm-uk.org/reach-standards/free-resources/reach-video/page/2/

24.   The decision is yours but advocates can support you

Description
This is a presentation from the National Federation of Voluntary Bodies - Shared Learning and Innovation Seminars. It introduces the concept of advocacy and the role of the National Advocacy Service. It explains the work of advocates.

Author
Clare O'Neill, National Advocacy Service - Ireland 2012

Format
PowerPoint presentation

Cost
Free to access

Link
http://www.fedvol.ie/_fileupload/Sharing%20Innovative%20Learning/The%20Decision%20is%20mine/Clare%20O'Neill%20presentation%20June%207th%202012.pdf

25.   Changing Our Lives: Quality of Life Standards and Toolkit

Description

This provides an example of a set of quality of life standards written by and for people with disabilities. It is in an easy to read format. Please note that some of the content in this document is specific to UK legislation and policies and so aspects of the document may not be relevant in Ireland.

Author

Changing Our Lives - UK

Format

PDF

Cost

Free to download

Link

https://www.centreforwelfarereform.org/uploads/attachment/430/quality-of-life-standards-and-toolkit.pdf

Producing accessible information

26. Hints for Graphic Facilitators

Description

This book is an introduction to graphic facilitation. It includes beginning steps, and has hundreds of images that can be built on. Most are very simple, but colour panels also demonstrate how felt-pens and pastel crayons can make everyone's work lively and colourful.

Author

Jack Pearpoint, Inclusion Press - USA 2002

Format

Book

Cost

$25

Link

http://www.inclusion.com/bkhintsforgraphicfac.html

27. Graphic facilitation in person-centred planning

Description

This is a useful resource if the reader has some experience of using graphic facilitation. The worksheet presents a number of different ideas for graphic facilitation in the person-centred planning process. It shows how simple shapes can be combined to develop images to represent different concepts such as ideas, people, groups, feelings.

Author

New Paths to Inclusion Network. The drawings in this resource are by Stephan Ulrich and Susanne Göbel - EU

Format

PDF

Cost

Free to download

Link

http://trainingpack.personcentredplanning.eu/index.php/en/circles/graphic-facilitation-worksheet

28. Make It Easy: Guidelines for Producing Accessible Information

Description

This is guidance for organisations and staff on how to begin making information easy to understand.

Author

The Irish Accessible Information Working Group - Ireland 2011

Format

PDF

Cost

Free to download

Link

http://www.walk.ie/userfiles/file/Make%20It%20Easy%20-%20A%20guide%20to%20preparing%20Easy%20to%20Read%20Information.pdf

29. How to make information accessible: A guide to producing easy read documents

Description

This is a guide aimed at anyone producing or commissioning easy read information.

Author

Change - UK

Format

PDF

Cost

Free to download

Link

http://www.changepeople.org/getmedia/923a6399-c13f-418c-bb29-051413f7e3a3/How-to-make-info-accessible-guide-2016-Final

Accessible communication

30.   Talking Mats

Description

This website provides details on the 'Talking Mats' approach. Talking Mats is a communication tool which uses picture communication symbols to support individuals to express their views, explore issues and make decisions. It provides a structured, visual framework which aids both understanding and expression.

Author

Lois Cameron and Joan Murphy - UK

Format

Website

Cost

There are specific costs to access training and to purchase materials

Link

www.talkingmats.com

31.   Communication: Helpful strategies for people who have difficulties in communicating and being understood

Description

This booklet looks at communication from different perspectives and offers advice on supporting individuals with communication difficulties. In particular, it focuses on supporting understanding and on maximising an individual's communicative potential.

Author

Jill Bradshaw, United Response - UK

Format

PDF

Cost

Free to download

Link

https://www.unitedresponse.org.uk/communication-resource

32.   Supporting communication

Description

This short video describes a number of key strategies which can be used to support a person's communication. This may be useful as an introductory resource.

Author

Julie Beadle Brown, Tizard Centre, University of Kent - UK

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=yfq3EBjlibE

33.   Communication for person-centred planning
Description
The aim of this booklet is to help people working in a person-centred way, to think about their communication style and to better understand the communication styles of the individuals they support. The booklet contains practical advice on supporting everyday interactions as well as engagement in the PCP process.

Author
Nicola Grove and Barbara McIntosh, Foundation for People with Learning Disabilities - UK 2005

Format
PDF

Cost
Free to download

Link
https://www.mentalhealth.org.uk/learning-disabilities/publications/communication-person-centred-planning

34.   Call Scotland
Description
This website has lots of information on different communication supports. In the Downloads section, there are a number of quick guides to different types of Alternative and Augmentative Communication (AAC). There are also posters and leaflets showing a range of technological supports.

Author
Call Scotland, University of Edinburgh - UK

Format
Website

Cost
Free to access

Link

http://www.callscotland.org.uk/information/communication-aids/

http://www.callscotland.org.uk/downloads/quick-guides/AAC/

http://www.callscotland.org.uk/downloads/posters-and-leaflets/

35. Total Communication: Person Centred thinking, planning and practice

Description

This clear and concise booklet outlines the principles and philosophy of Total Communication. It explains a number of key communication terms and offers practical tips, tools and techniques to support a total communication environment. It also identifies further resources which may be of interest to the reader.

Author

Kim Williams, Alison Matthews and Louise Skelhorn, HSA Press - UK

Format

PDF

Cost

Free to download

Link

http://www.brightpart.org/documents/communicate/tcminibook.pdf

36. Photosymbols

Description

Photosymbols is a picture library/ online resource to support people making Easy to Read Information. It has over 4000 images and topics relevant to many people with intellectual disabilities.

Author

Photosymbols UK

Format

Online resource / cloud licence

Cost

Subscription packages run from 1-500 users and prices are available in the online shop starting at £120 plus VAT

Link

www.photosymbols.com

37.   Total Communication Resource Pack

Description

Total Communication is core to any person-centred approach. This pack is aimed at staff/ families and covers communication rights, along with a range of communication tools which can be used as part of a Total Communication Environment.

Author

East Sussex Total Communication - UK

Format

PDF

Cost

Free to download

Link

https://www.eastsussex.gov.uk/media/3428/totalcommunicationresourcepackopt.pdf

38.   5 good communication standards: Reasonable adjustments to communication that individuals with learning disability and/or autism should expect in specialist hospital and residential settings

Description

These 5 standards relate to good person-centred communication. Services can use these standards to check where they are with communication and to make an action plan.

Author

The Royal College of Speech and Language Therapists - UK 2013

Format

PDF

Cost

Free to download

Link

https://www.rcslt.org/news/docs/good_comm_standards

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39.   Personal Communication Dictionary

Description

This is a template for a personal communication dictionary. This allows you to record how someone communicates a particular message and how those supporting them should respond.

Author

ACE Communication Ireland- 2013

Format

PDF

Cost

Free

Link

Available from ACE at www.acecommunicationireland.ie

Facilitating person-centred planning

40.   Implementing Person-Centred Planning: Voices of Experience

Description

This book offers ways to think about person-centred planning and ideas on how to apply it in practice. 30 voices of experience explore the possibilities and the dilemmas.

Author

Edited by John O'Brien & Connie Lyle O'Brien - USA

Format

Book

Cost

£14.18 Sterling

Link

https://inclusive-solutions.com/product/implementing-person-centred-planning-voices-of-experience/

41.   One Page Profile

Description

This website contains information on One Page Profiles and outlines the benefits of using this approach. A One Page Profile captures all the important information about a person on a single sheet of paper. There are 3 main headings: what people appreciate about me, what is important to me and how best to support me.

Author

Helen Sanderson Associates - UK

Format

Website with selection of templates to download

Cost

Free to access

Link

http://helensandersonassociates.co.uk/person-centred-practice/one-page-profiles/one-page-profile-templates/

42.   Person-Centred Planning

Description

This video explains what person-centred planning is about and how it can impact on a person's life. It outlines the core beliefs and foundations behind the approach. Individuals talk about their own experience of person-centred planning.

Author
Edinburgh Development Group - UK

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=5xnobJ-fpa0

43. Facilitating a person-centred review

Description
This is a webpage with useful tips for people facilitating a person-centred review meeting. Although there are some references to use with children, the ideas on this webpage can be applied to adults.

Author
Inclusive Solutions – UK 2018

Format
Webpage

Cost
Free to access

Link
https://inclusive-solutions.com/facilitating-a-person-centred-event/

44. Person-centred Planning: Steve's story

Description
This is a documentary on the subject of person-centred planning. It tells Steve's story, explaining how person-centred planning had a positive impact on his life.

Author
Shedlight Productions - UK 2012

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=Y2deDn4QhmU

45. The Doughnut

Description
This tool helps paid staff or volunteers to clarify their role in supporting someone. It encourages them to think about what is central to that role, where they can be creative and use their judgement, and what is outside of their responsibility.

Author
Charles Handy - EU

Format
PDF template, written information, video

Cost
Free to access

Link
http://trainingpack.personcentredplanning.eu/attachments/article/80/responsibilities.pdf

http://trainingpack.personcentredplanning.eu/index.php/en/john

http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/doughnut/

46. Personal Planning Book

Description
This is an Easy to Read workbook which can be used to support the person who owns the plan to develop a detailed person-centred plan. It refers to a personal plan at the start and covers items like food and medication - this differs from the person-centred plan as described in the framework. It also refers to direct payments, which is a UK specific policy. The reader would need to adapt this resource to suit an Irish context.

Author
Foundation for People with Learning Disabilities - UK

Format
PDF

Cost
Free to download

Link
https://www.mentalhealth.org.uk/learning-disabilities/publications/personal-planning-book

47. My Life

Description

My Life is a series of planning tools that can be used to develop meaningful plans that outline the person with dementia's wishes along with those of their family where appropriate. The tools available are:

- Leaflet re PCP with people with dementia

- My Life Workbook

- My Life Support Plan

- My Life One Page profile

- Hospital Passport

- Review

- Progress for Providers

- What If - Celebrating my Life (to record a person's wishes relating to their end-of-life care)

Author
North East Lincolnshire Dementia Forum - UK 2015

Format
PDF

Cost
Free to download

Link
http://www.sayingitall.com/v2/dementia/

Working with families

48.   Family Treasure Map

Description

This tool is similar to a family tree and helps to explore family resources. All family members are listed with information about their jobs, connections and interests. This can help identify persons within the family who may be able to provide support at different times in a person's life.

Author

www.personcentredplanning.eu - EU

Format

Website

Cost

Free to access

Link

http://trainingpack.personcentredplanning.eu/index.php/en/communityconnecting/family-treasure-map

49.   Person-centred approaches and older families

Description

This is a very detailed resource book which covers 3 main areas:

1. Understanding what is different about person-centred planning with older families

2. Using different person-centred approaches and tools with older families

3. Practical implications for person-centred planning facilitators

Author

Dalia Magrill, Helen Sanderson and Alison Short, Foundation for people with learning disabilities - UK 2005

Format

PDF

Cost

Free to download

Link

https://www.mentalhealth.org.uk/learning-disabilities/publications/person-centred-approaches-and-older-families

50.   Thinking ahead: A planning guide for families

Description

Thinking Ahead is about supporting families to plan for the future. It has ideas about how to make this happen in local areas, a planning guide for families and training to use the guide. Please note that some of the information in this resource refers to UK legislation on Mental Capacity.

Author

Foundation for People with Learning Disabilities - UK 2013

Format

PDF

Cost

Free to download

Link

https://www.mentalhealth.org.uk/sites/default/files/thinking-ahead-planning-guide-23042013-D2143.pdf

Circles of Support

51.   The Relationship Circle

Description

This is a template for a relationship map. This map records who is in the person's life; family, friends, paid support, unpaid support or work colleagues. The names of people are written in each of the sections/circles.

Author

Helen Sanderson Associates - UK

Format

PDF

Cost

Free to download

Link

http://personcentredplanning.eu/index.php/knowledge-home/171-koc/tools-and-methods/community-connecting-tools/relationship-circles

52.   A Guide to Circles of Support

Description

This is an Easy to Read guide to Circles of Support. It explains what a Circle is and how a Circle can be started. It describes how a Circle may work and talks about the benefits of a Circle of Support if an individual needs support in their job.

Author

Foundation for People with Learning Disabilities (Mental Health Foundation UK) - UK 2015

Format

PDF

Cost

Free to download

Link

https://www.mentalhealth.org.uk/sites/default/files/a-guide-to-circles-of-support.pdf

53.   Social Support Survey Instrument

Description

This online tool is a way to measure the kinds of support that people have available to them, for example, companionship, assistance, access to a good listener. Completing the instrument may help a person to identify the roles of key people in their life, or highlight the need to further develop relationships and connections.

Author

RAND Health - UK

Format

Website and online questionnaire

Cost

Free to access

Link

https://www.rand.org/health/surveys_tools/mos/social-support/survey-instrument.html

Supporting people to make choices and decisions

54.   Revisiting Choice

Description

This article addresses what 'choice' really means and how we support individuals to exercise choice and control in their everyday lives. Although this article was written in 1995, the thinking and ideas are still very relevant today.

Author

Michael W. Smull - USA 1995

Format

Article on website

Cost

Free to access

Link

https://allenshea.com/2016/10/23/revisiting-choice/

55.   Decision Making Profile

Description

This is a template for a decision making profile. This helps to record an individual's preferences and support needs when it comes to making choices and decisions.

Author

ACE Communication – Ireland 2013

Format

Word and PDF template

Cost

Free to download

Link

Available from ACE at www.acecommunicationireland.ie

Supporting people with high support needs to make choices and decisions

56.   Involve Me

Description

This resource includes a practical guide on how to involve people with profound and multiple learning disabilities in decision-making and consultation. The summary booklet covers the different ways of working with people with complex communication needs. The guide and booklet cover topics such as multi-media advocacy, creative communication, sharing stories, peer advocacy and choice making. There is a video which provides examples of good practice. There is also an independent evaluation report on this 3 year project. NB the British information relating to consent differs to our new legislation but other information is very relevant and useful.

Author

Mencap - UK

Format

PDF and resources are available to download. CD is available to order.

Cost

Free

Link

https://www.mencap.org.uk/advice-and-support/pmld/pmld-involve-me

57.   See What I Mean

Description

This is a set of guidelines to support a clear decision-making process for people with complex communication needs. It is particularly helpful in situations where decisions may be made on behalf of another person. This book encourages those providing support to consider the person at the centre of the decision, the decision to be made, the options and alternatives, the process involved, reflection. The book includes a set of forms which can be used to record and reflect on the process.

Author

Nicola Grove, BILD - UK 2000

Format

Book

Cost

£8 Sterling

Link

http://www.bild.org.uk/our-services/books/communication-is-a-human-right/see-what-i-mean/

58.   Communication and People with the most Complex Needs: What Works and why this is essential

Description

This guide is aimed at anyone supporting a person with complex communication needs. It goes through a number of different communication approaches and shows best practice. Approaches covered include objects of reference, intensive interaction, signing, music, PECS, Switches.

Author

Juliet Goldbart and Sue Caton, Mencap - UK 2010

Format

PDF

Cost

Free to download

Link

https://www.mencap.org.uk/sites/default/files/2017-05/Mencap%20Comms_guide_dec_10.pdf

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Section 3 - Stage 2: Putting a person-centred plan together

Specific person-centred planning tools and approaches

59. PATH: Planning Possible Positive Futures - Planning alternative tomorrows with hope for schools organizations, businesses and families

Description

This is a guide to PATH, which is an eight step problem-solving approach, involving dreaming and thinking backwards. This workbook goes along with the PATH Training Video and the PATH Demonstration video. It outlines the PATH process in depth.

Author

Jack Pearpoint, John O'Brien, Marsha Forest - USA

Format

Book

Cost

$25

Link

http://www.inclusion.com/bkpathworkbook.html

60. PATH Training Videos

Description

This is an online resource that shows how to build a PATH step by step. There is a PCP Facilitator's guide and information on graphic facilitation.

Author

West Sussex County Council and Inclusive Solutions - UK

Format

Website, Videos, Linked articles and resources

Cost

Free to access

Link

https://westsussex.local-offer.org/information_pages/128-person-centred-planning-pcp-path-training-videos

61. MAPS

Description

This website explains the MAPS approach. It describes the eight steps involved and gives examples from one individual plan.

Author

Helen Sanderson Associates - UK

Format

Website

Cost

Free to access

Link

http://helensandersonassociates.co.uk/person-centred-practice/maps/

62. Person-Centred Planning - Part 4 - Using a MAP

Description

The first YouTube video introduces Sabine. The second YouTube video explains how MAPS works for Sabine.

Author

Jason1Hope2. This is a training and guidance film channel for person-centred planning and approaches in Hampshire, UK. 2007

Format

YouTube video

Cost

Free to access

Link

https://www.youtube.com/watch?v=Js3vVaTHbmU

https://www.youtube.com/watch?v=UQmYM_527lc

63. The PATH & MAPS Handbook: Person-Centered Ways to Build Community

Description

This Handbook is divided into two parts: think about it and do it. The think about it section discusses the purposes that PATH and MAPS serve and considers what makes facilitation effective for both. The do it section provides five guides: one for getting ready, a second and third for each of the steps in PATH and MAPS, a fourth for keeping the action and learning going, and a fifth for getting better at facilitation.

Author

John O'Brien, Jack Pearpoint and Lynda Kahn - USA 2010

Format
Book

Cost
$35

Link
http://www.inclusion.com/bkpathmapshandbook.html

64.   Using MAPS in an Irish context: 1 Day for Rehab: person-centred planning Part 1, 1 Day for Rehab: person-centred planning Part 2

Description
These videos show person-centred planning approaches in action in Ireland.

Author
RehabIreland - Ireland 2010

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=PKYDSncagKQ

https://www.youtube.com/watch?v=eovO9uG8l9Q

65.   Five Assumptions of Personal Future's Planning to Life

Description
In this short video, Beth Mount explains the 5 assumptions of Personal Future's Planning; how we see people - capacity view, an imaginative vision of contribution in the community, circle of support - those who spend the most time with the person, understanding and strengthening community-building belonging, services need to adapt and change to be more effective.

Author
Beth Mount, citizencentred - USA 2013

Format
YouTube video

Cost
Free to access

Link
https://www.youtube.com/watch?v=DxDIMuWgd8o

66. Essential lifestyle planning for everyone

Description

Essential Life Planning (ELP) was developed to support people who were moving out of institutions into their communities. An essential lifestyle plan focuses on what is important to someone now and balances this with things like keeping the person healthy, happy and safe. This is a facilitator's handbook. It contains information on person-centred thinking, the ELP approach, gathering information, planning meetings, putting the plan into practice, learning and review.

Author

Michael Smull and Helen Sanderson - UK 2009

Format

PDF

Cost

Free to download

Link

http://www.hsapress.co.uk/essentiallifestyleplanning/pdf/1020596009.pdf

67. Hope Leet Dittmeier - University Conference Presentation

Description

In this film, Hope Leet Dittmeier, the Founder and Executive Director of Realizations LLC in Louisville, Kentucky, and Morgan Crawford, a lady receiving supports from Realizations, explain their approach to life planning. They show the Discovery Process in action, describing how Morgan set her personal goals, established meaningful social roles and developed a plan for personalised supports.

Author

Hope Leet Dittmeier and Morgan Crawford - USA 2010

Format

Vimeo film

Cost

Free to access

Link

https://vimeo.com/14510762

Facilitating person-centred planning meetings

68.   Facilitator Pre-Meeting Book

Description

This is a resource to support the PCP facilitator to get to know the person who owns the plan. It emphasises the importance of building a relationship and knowing the person before any formal PCP meeting takes place. There are a number of templates to record specific information about the person's routines, interests, preferences etc. The resource is mainly in an Easy to Read format.

Author

North East Lincolnshire NHS Care Trust Plus - UK

Format

PDF

Cost

Free to download

Link

http://www.sayingitall.com/v2/download/get/pcp-premeeting/70/

69.   Easy to Read templates for person-centred planning meetings

Description

These templates support the person who owns the plan to list the people they would like to invite to their meeting, to prepare an accessible agenda for their meeting, and to record their goals.

Author

ACE Communication – Ireland 2013

Format

PDF

Cost

Free

Link

Available from www.acecommunicationireland.ie

Goal Setting

70.   Living the Life I want: A Guide to help with Planning

Description

This guide supports people with disabilities to engage in person-centred planning. In particular, it assists people to think about their goals and the supports they need to achieve them. It uses the concept of a body shape to help the person to visualise their goals. By thinking about head, hands and heart, the person is supported to list the barriers and supports to their goals, and to find ways to address challenges.

Author

The Intellectual Disability Behaviour Support Program, University New South Wales – Australia 2017

Format

PDF

Cost

Free to download

Link

https://www.arts.unsw.edu.au/media/FASSFile/1_Living_the_Life_I_want_PlanningGuide_A4_version.pdf

Section 4 - Stage 3: Putting a person-centred plan into action

Developing action plans

71. Guidelines on person-centred planning - Section 6: The Plan itself: how to go about drawing it up and set about the task of putting it into action

Description

Section 6 of the 2005 guidelines contains useful information on developing action plans. It includes advice on:

- How to go about drawing up a person-centred plan
- Key considerations in developing a plan

Author

National Disability Authority - Ireland 2005

Format

Website / PDF

Cost

Free to access

Link

http://nda.ie/Good-practice/Guidelines/Guidelines-on-Person-Centered-Planning/Guidelines-on-Person-Centred-Planning-format-versions/6-The-Plan-Itself/

72. MAPS: Making Action Plans

Description

MAPS uses eight guiding questions from which a team works together to assist individuals to define their dream and build a plan to achieve it. Key questions address the individual's history, dream, nightmare, strengths and needs. The process culminates with a plan of action. This website outlines the approach and shares experiences of the approach in action. It contains written information and video examples.

Author

Jack Pearpoint, John O'Brien and Marsha Forest - USA

Format

Website

Cost

Free to access

Link

https://inclusive-solutions.com/person-centred-planning/maps/

Overcoming barriers

73. The Evaluator's Cookbook

Description

This is a book of participatory evaluation exercises for children and young people. Many of the activities can be adapted for use with adults, and can be very useful in the person-centred planning process. In particular, the activities Locks and Keys, Hands/Scales, Targets, Mirrors to the Future and Journeys can be useful tools to facilitate discussions on barriers to goals and ways to overcome these.

Author

Katrice Horsley and Katalyst Tales, National Evaluation of the Children's fund (NECF) - UK

Format

PDF

Cost

Free to download

Link

http://www.bath.ac.uk/marketing/public-engagement/assets/the_evaluators_cookbook_participatory_evaluation_exercises_for_young_people.pdf

74. Blue Sky Thinking

Description

The Blue Sky Thinking tool is a problem solving tool that is helpful in planning meetings. When people are struggling to come up with solutions it is often because they are getting bogged down in the issue or question, making it difficult to see beyond that point. The blue sky thinking process helps people to think creatively. People can bounce off one another's ideas and come up with new actions.

This document explains the activity and provides blank templates along with a short case study with completed templates.

Author

Helen Sanderson Associates - Australia 2011

Format

PDF

Cost

Free to download

Link

https://www.adhc.nsw.gov.au/__data/assets/file/0003/258681/Lifestyle_Planning_Blue_sky_thinking.pdf

Promoting independence and managing risk

75.   Active Support

Description

This is a practical guide to active support. Active support is a way of providing assistance to people that focuses on making sure individuals are engaged and actively participating in all areas of their lives. This guide describes why active support is so important when it comes to person-centred work. It outlines the essential components of this model of support.

Author

United Response, Tizard centre, University of Kent - UK 2014

Format

PDF

Cost

Free to download

Link

https://www.unitedresponse.org.uk/active-support-guide

76.   Larry's story - Person-Centred Planning

Description

This video tells Larry's story and describes how a person-centred approach has facilitated Larry to live the life he wants. Larry, and those supporting him, describe the type of supports provided to ensure Larry can enjoy new experiences and opportunities.

Author

Office for People with Developmental Disabilities - USA 2013

Format

YouTube video

Cost

Free to access

Link

https://www.youtube.com/watch?v=PhiYISglx40

77.   Positive Risk Management and People with Severe / Profound Intellectual Disability

Description

This is a presentation from the National Federation of Voluntary Bodies - Shared Learning and Innovation Seminars. It explores a person-centred approach to positive risk management in supporting individuals with severe and profound intellectual disabilities.

Author

Olive Moynihan & Liza Fitzgerald, COPE Foundation - Ireland 2010

Format

PowerPoint presentation

Cost

Free to access

Link

http://www.fedvol.ie/_fileupload/Research/Master%20Class%20Series/MasterClass%203/Positive%20Risk%20Presentation%20COPE.pdf

78. HSE Integrated Risk Management Policy

Description

This document sets out the policy and guidance by which the HSE manages risk. The approach is aligned to the ISO 31000 Risk Management - Principles and Guidelines 1. This policy and process applies throughout the HSE and HSE funded agencies.

Author

HSE – Ireland 2017

Format

PDF

Cost

Free to download

Link

https://www.hse.ie/eng/about/qavd/riskmanagement/risk-management-documentation/hse%20integrated%20risk%20management%20policy%202017.html

Supporting community engagement

79.   Who am I - My Places

Description

This is a framework for thinking about social networks and community connections. It gathers basic information on an individual's networks and opportunities to extend engagement.

Author

John O'Brien and Beth Mount, Inclusion Press - USA

Format

PDF

Cost

Free to download

Link

http://www.thinkandplan.com/who-am-i-my-places.html?parent=p28

80.   Presence to contribution

Description

This template provides an opportunity to explore in detail how an individual engages in activities in their community. The person and their supporter decide with each activity if the individual is being present, having presence, actively participating or connecting. Actions to develop connections can then be identified.

Author

www.thinkandplan.com - EU

Format

PDF

Cost

Free to download

Link

http://www.thinkandplan.com/presence-to-contribution.html?parent=p28#

81.   Working with Communities – Guide and Poster

Description

This is a 20-page guide to working with communities. It is reader friendly and explains in simple terms how working with communities can help create more opportunities for people with disabilities. It also encourages staff to reflect on how their work can make a difference to the lives of others. It includes case studies. There is a poster to accompany the guide with '50 Things You Can Do Right Now' - practical tips to find out what's going on in your community.

Author
United Response, Tizard centre, University of Kent - UK

Format
PDF

Cost
Free to download

Link
https://www.unitedresponse.org.uk/working-with-communities-guide

82.   Community Connecting

Description
This practical guide offers a range of ideas to support a person to engage with their community. It looks at the person, community mapping and networks, making a contribution and sustaining relationships.

Author
Michelle Livesley, Carl Poll, Jo Kennedy and Helen Sanderson - EU

Format
PDF

Cost
Free to download

Link
http://personcentredplanning.eu/index.php/knowledge-home/175-koc/tools-and-methods/community-connecting-tools/community-connecting

83.   Sensing Journeys

Description
This article is about sensing journeys and Theory U. Theory-U is a model of social change which offers a range of social practices that support change makers to move outside their taken for granted assumptions.

Sensing journeys are one of the tools which have been used extensively as part of organised change initiatives. This article talks about a project exploring sensing journeys and community inclusion.

Author
Otto Scharmer and the presencing institute (www.presencing.com). Article published by New Paths to Inclusion Network - EU

Format
PDF

Cost
Free to download

Link
http://personcentredplanning.eu/images/OnlineKnowledgeCenter/Theory_U_ETR_Introduction/SensingJourneys-1.pdf

84. Making personalised, community based support really happen: Checking on how things are going

Description
This is an easy to read guide about community based supports for people with disabilities. It has a checklist which users and organisations can use to review how they are doing.

Author
Think Local Act Personal - UK

Format
PDF

Cost
Free to download

Link
https://www.thinklocalactpersonal.org.uk/_assets/Resources/Personalisation/TLAP/2012/PersonalisedCommunityBasedSupport.pdf

Supporting individuals to have valued social roles

85.   Tom and Robert's newspaper delivery

Description

This short video clip shows how Tom and Robert are supported to carry out their job delivering newspapers in the local town, and how this role facilitates social inclusion.

Author

United Response, Tizard centre, University of Kent - UK 2014

Format

YouTube video

Cost

Free to access

Link

https://www.youtube.com/watch?v=pRvZyyb0H8k

86.   I'm not your inspiration thank you very much

Description

This is a talk from comedian and journalist, Stella Young. Stella challenges the perceptions of people with disabilities and explores the roles they play in society.

Author

Stella Young - Australia

Format

TED video

Cost

Free to access

Link

https://www.ted.com/talks/stella_young_i_m_not_your_inspiration_thank_you_very_much#t-23419

87.   Social Inclusion Factsheet

Description

This factsheet outlines the importance of social inclusion to our mental health and well-being. It offers definitions of social inclusion and social capital.

Author

VicHealth - Australia 2005

Format

PDF

Cost
Free to download

Link
https://www.vichealth.vic.gov.au/media-and-resources/publications/social-inclusion-as-a-determinant-of-mental-health-and-wellbeing

88.   Conversations on Citizenship and Person Centered Work
Description
This is a compilation of key conversations with eight people who have worked to promote the full inclusion and true citizenship of persons with disabilities. The chapters contained in the book were edited from a series of live interviews conducted between April-July 2010 in conjunction with Cornell University. Each of the chapters is organized in an easy-to-read Question/Answer format which invites each of the contributors to share their distinctive contribution to the field.

Author
Edited by John O'Brien & Carol Blessing, Inclusion Press - USA 2011

Format
Book

Cost
$25

Link
http://store.diversityshop.com/citizenship.html

89. A brief introduction to Social Role Valorization as a High-order Concept for Structuring Human Services
Description
This book is an introduction to Social Role Valorization theory. The major goal of Social Role Valorization (SRV) is to create and/or support socially valued roles for people in society. If the person holds these roles, they are highly likely to receive the good things in life that are available in that society.

Author
Wolf Wofensberger - 2013

Format
Book

Cost
$55

Link
http://cru.org.au/shop/a-brief-introduction-to-social-role-valorization/

Section 5 - Stage 4: Finding out if the person-centred planning process is working

Reflective practice

89. Why is observation important?

Description

This short YouTube video explains the importance of observation as a way of monitoring service quality.

Author

Julie Beadle Brown, Tizard Centre, University of Kent - UK

Format

YouTube video

Cost

Free to access

Link

https://www.youtube.com/watch?v=FZyySEnicHw

90. Reflective Practice in Health

Description

This website explains what reflective practice is, gives examples of reflective practice, identifies when to use reflective practice and describes models of reflection.

Author

La Trobe University - Australia

Format

Website

Cost

Free to access

Link

https://latrobe.libguides.com/reflectivepractice/introduction

91.   Johns' model of reflection

Description

This PDF contains information on Johns' model of reflection. Johns' model was developed for nursing practitioners but is applicable to any field. It is based on five cue questions which enable the reader to break down their experience and reflect on the process and outcomes. It captures different dimensions to what is known and experienced, and is particularly useful when developing new ways of thinking and doing things.

Author

Christopher Johns – UK 2006

Format

PDF

Cost

Free to download

Link

www.afpp.org.uk/filegrab/Johnsmodelofreflection.pdf?ref=45

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Reviewing Progress

92. Progress for Providers

Description

This website contains a series of self-assessments to enable providers to check how well they are delivering person-centred supports in different settings, for example to persons living at home, to persons with dementia, to young adults. There is a short explanatory video on how to use the assessments.

Author

Helen Sanderson Associates - UK

Format

Website, PDF self-assessment forms, Video

Cost

Free to access

Link

https://progressforproviders.org/

93. Person-centred reviews

Description

The authors describe three kinds of person-centred reviews. They are:

- The working/not working review

- The important to/for review

- The citizenship review

This document briefly describes the format and purpose of each type of review, and then summarises the difference between a person-centred plan and a person-centred review.

Author

Helen Sanderson and Ruth Mathiesen, Helen Sanderson Associates - UK

Format

PDF

Cost

Free to download

Link

https://www.dorsetforyou.gov.uk/media/pdf/f/n/Person_Centred_Reviews_Adult_Pack.pdf

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

94.   Person-centred thinking tools

Description
This website has different tools to support person-centred planning reviews including templates to record what is working/not working, key questions and actions, and important information about the person's dreams and wishes.

Author
www.thinkandplan.eu - EU

Format
Website

Cost
Free to access

Link
http://www.thinkandplan.com/person-centred-reviews.html

Measuring outcomes

95. NDA paper on outcomes for disability services

Description

The Department of Health asked the NDA to assist in producing a draft framework for outcomes measurement for the proposed model of person-centred disability services. This short paper summarises the work carried out by the NDA. This work explored the literature on outcome measurement, experiences from other jurisdictions, outcome domains used in different contexts and validated measurement tools. This paper summarises the findings from a consultation process with persons using disability services. It contains a list of proposed outcome domains for disability services in Ireland, which have been approved by the Department of Health and the HSE.

Author

National Disability Authority- Ireland 2016

Format

PDF

Cost

Free to download

Link

http://nda.ie/nda-files/NDA-Paper-on-Outcomes-for-Disability-Services-May-20161.pdf

96. Iplanit

Description

Iplanit is an online care and support resource, designed to track data, evidence and PCP processes, and to replace paper based support plans. It provides best practice templates and frameworks for person-centred planning.

Author

Aspirico - UK

Format

Web based platform - cloud service for providers

Cost

Prices available from Aspirico - depend on size of provider/ volume of work

Link

https://www.aspirico.com/iplanit/

97.   Iplanit: A tool to guide self-directed supports

Description

This is a presentation from the National Federation of Voluntary Bodies - Shared Learning and Innovation Seminars. It explains how Sunbeam House Services have used Iplanit to support individuals to achieve their goals and aspirations.

Author

Ed Byrne and Kevin Hoey - Ireland

Format

PowerPoint presentation

Cost

Free to access

Link

http://www.fedvol.ie/_fileupload/Next%20Steps/2014%20Dissemination%20Event/Sunbeam%20House%20Services%20iPlanit%20A%20tool%20for%20self%20directed%20supports.pdf
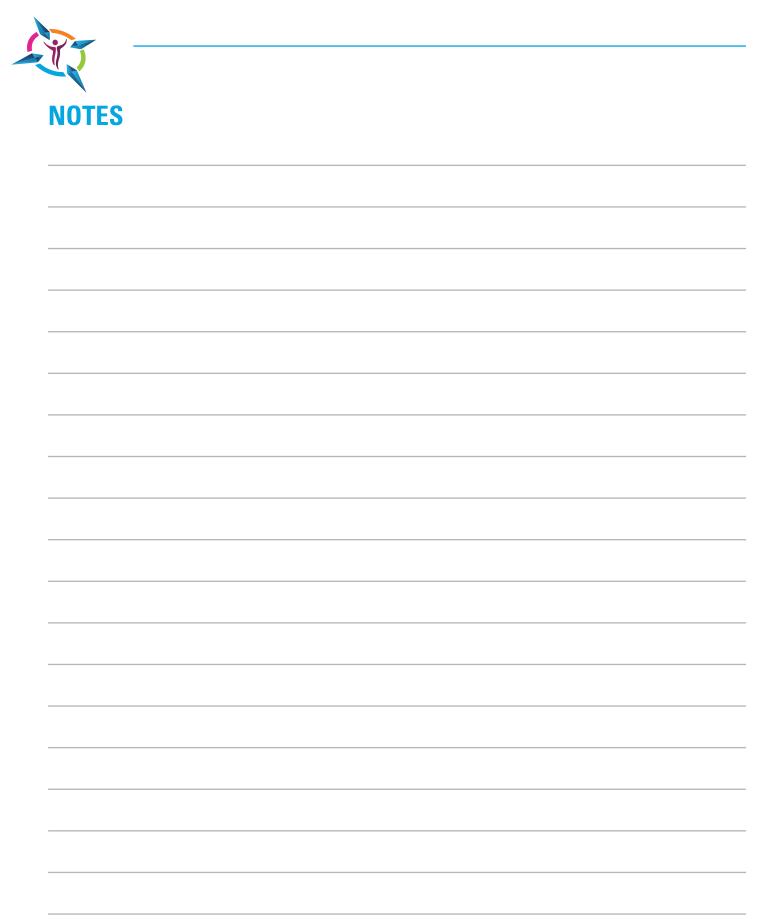
Further Information

This list of tools and resources is being maintained by:

newdirections@hse.ie

If you have difficulty using any of the links in this document, or would like to suggest additional tools and resources for inclusion in the list, please email:

newdirections@hse.ie

NOTES

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Health Service Executive

Contact details:

www.hse.ie/newdirections