

Section 4

Getting your plan agreed

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Signing off your plan

To be able to sign off your support plan, it has to meet certain criteria. Your care manager will need to consider the following points before they are able to sign it off. A copy of the form your care manager will use is on the next page.

- Does your support plan answer all of the 7 questions? (section 3, page 29)
- Does it consider all aspects of your life?
- Does the plan have all the costs recorded correctly?
- Is it legal?
- Does it meet the stated outcomes?
- Does it involve gambling?
- Will you develop as a result of the plan?
- Is it detailed enough?
- Have things important **to** you as well as **for** you been included?
- Is it clear who will manage the money and who will be involved in this?
- What is your contingency plan and is it suitable?
- Is there evidence that the plan is focused around you and been led by you or had your maximum input?
- What are the risks to you/to others/from others? How likely are these to occur? Can something be done to minimise the risk? Does a referral need to be made to the Risk Enablement Panel?
- Is it within budget?
- Have you considered dignity, rights, choice, independence, etc?
- Does your care manager have any concerns about it?

The plan is then looked at by a Group Manager to make sure you are planning to use the money responsibly and that possible risks have been considered.

Care manager's checklist

Name of the person

Name of the person responsible for the plan

Name of the care manager signing off the plan

Things to consider...	✓ or X	Comments
1. Does the support plan answer all of the 7 questions?		
2. Does it consider all aspects of the person's life?		
3. Is the plan costed out correctly?		
4. Is it legal?		
5. Does it meet the stated outcomes?		
6. Does it involve gambling?		
7. Will the person develop as a result of the plan?		
8. Is it specific?		
9. Have things important to the individual as well as for the individual been included?		
10. Is it clear who will manage the money and who will be involved in this?		
11. What is the contingency plan and is it suitable?		
12. Is there evidence that the plan is focused around the person and been led by them or had their maximum input?		
13. What are the risks to self/from others/to others? How likely are these to occur? Can something be done to minimise the risk? Does a referral need to be made to the Risk Enablement Panel?		
14. Is it within budget?		
15. Has the individual considered dignity, rights, choice, independence, etc?		
16. Do you have any concerns about it?		
	Yes/No	Comments
Has the plan been agreed?		
Has a referral to the Risk Enablement Panel been made?		

Signature:

Date: