



Guidelines for Care Planning

An easy read guide

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Aim of the booklet



This is an easy read information booklet on the guidelines in place for care planning.



It let's me know about how the staff in my service help me.



I can read this by myself or read it with someone else.



This could be a staff member, a family member or friend.

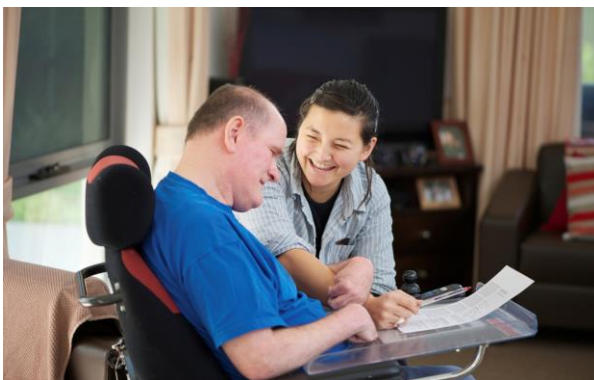
Who is this booklet for?



This booklet is for everyone who wants to know about care planning.



Staff members can use this booklet too.

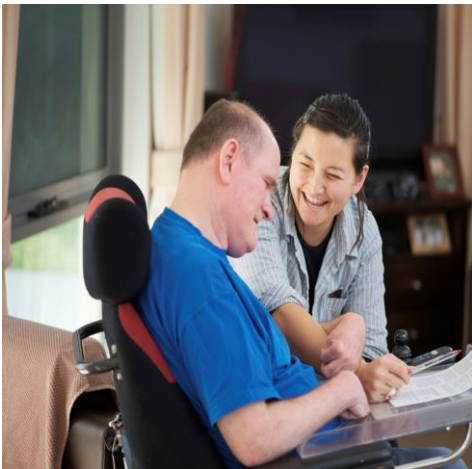


Staff are trained to help and support me.

What is a guideline?



A guidelines is a set of rules or steps that we follow to do things the right way.



Guidelines for care planning are rules that help staff support me.



Care planning helps you live a happier and safer life.

What is a care plan?



My care plan has information to help staff support me.



Everyone has a care plan made just for them.



Care plans are stored in a safe place.



My care plan can change if my needs change.

What is in my care plan?



My care plan tells you if I need any medicine or when I go to the doctors.



My care plan tells you what food and drink I like to eat .



My care plan tells you if I like to be alone or with friends.

What is in my care plan?



My care plan tells you if I need any equipment like a wheelchair.



My care plan tells you how I like to sleep.



My care plan tells you about my hobbies.

Who makes my care plan?



My care plan was made when I joined the service.



Staff make care plans to make sure my needs are met & that I am supported.



Staff make care plans to make sure everybody is safe.



Staff used a set of guidelines to make my care plan the best it can be.

Guidelines for staff



Staff will ask for my help to make my care plan.



Staff will think about my needs when making my care plan.



Staff check to make sure all the information in my care plan is correct.

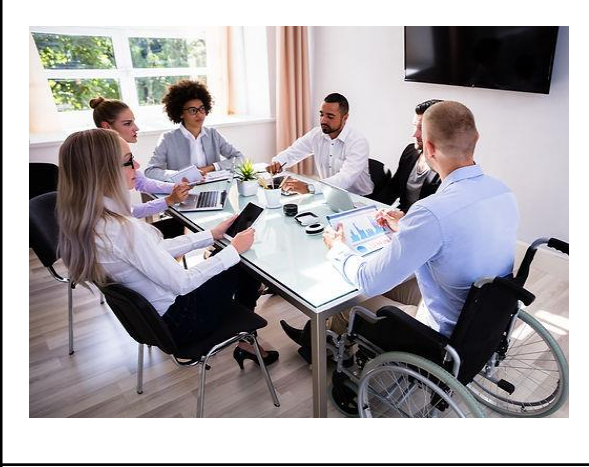


New Staff need to read my care plan to support me.

Person in charge (PIC)



There is a person in charge in your service.



The person in charge makes sure staff follow the rules for care planning.



The person in charge makes sure a care plan is in place for everyone in my service.



The person in charge checks the care plans every 6 months. If changes to your care plan need to be made, we will let you know.



Guidelines for staff

- The aim of this book is to ensure that the people we support are aware of Avista's Guidelines for care planning.
- This book should be explained to the person by their key worker or another familiar member of staff.
- Use this booklet as a part of a total communication approach, using simple language, signs and gestures which support the person's level of understanding.
- Make sure you're in a quiet environment when reading.
- Point to each picture while you read a sentence, this will support the person's understanding of what is being discussed