

# Create My Support Plan

**WECIL User Guide**



# Hello!

Welcome to our easy user guide to Create my Support Plan. We have created this guide to help you start using Create my Support Plan. And we hope that you will find it useful.

To keep it simple and easy-to-use we have divided it into 10 stages. When you see this symbol, you'll know that we are onto the next stage. We will be with you at every stage of Create my Support Plan, so if you are ever in doubt, just look at this easy guide to Create my Support Plan and you should find the answer!

At the end of each stage, you will find some top-tips to help you get the most out of Create my Support Plan. We do make changes from time to time so some of the things in this guide might look a little bit different to the website, but we will do our best to keep it updated.

Thank you for using Create my Support Plan.

The Create my Support Plan team.

*Top-tip: Save this guide onto your desktop or print it out so it is always easy to access if you need it.*



# CONTENTS

<b>Stage 1: Sign up</b>	<b>4</b>
<b>Stage 2: Create new support plan</b>	<b>5</b>
<b>Stage 3: My support plan sections</b>	<b>6</b>
<b>Stage 4: Sections descriptions</b>	<b>7</b>
<b>Stage 5: Sections different areas</b>	<b>10</b>
<b>Stage 6: Answering questions</b>	<b>11</b>
<b>Stage 7: After completing a section</b>	<b>12</b>
<b>Stage 8: The action plan</b>	<b>13</b>
<b>Stage 9: After completing the action plan</b>	<b>16</b>
<b>Stage 10: This is it</b>	<b>16</b>

# Stage 1: sign up

The first thing to do when you enter Create my Support Plan is to register using your name and email address. You will have your own personal account, which only you can access. The full terms and conditions for using Create my Support Plan are available [here](#).

## Register

[Already registered? Log In](#)

[Help with registering](#)

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Password	
<input type="password"/>	
Confirm Password	
<input type="password"/>	
<input type="button" value="Register"/>	

## Stage 2: create new support plan

Once you have registered you will be asked to “start a new support plan”. When you start a new support plan, you will need to complete the short form. It asks you, your name; who the plan is for; who is doing the support plan and who you like to share this with.

*Top-tip: You do not have to give your real name if you do not want. You might need to put your real name if this is for your social worker or local council.*

# Create new Support Plan

This support plan is for

Contact telephone number  Contact email

The person helping me with this plan is

Help contact telephone number  Help contact email

If you are helping someone with this support plan, please explain your relationship to them

I'm happy to share this support plan with (eg. family member, Personal Assistant, professionals in health, education, social care)

Share contact telephone numbers  Share contact emails

## Stage 3: my support plan sections

Now that you have given your support plan a name and have registered, you will get to the main menu. There are nine categories all together on the screen. These are called tiles. The tiles are:

1. About me
2. Daily living
3. My way of life
4. Making decisions
5. Finding support and choosing staff
6. Staying safe and being prepared for problems
7. Looking after others
8. Budget calculator
9. View your support plan so far (PDF document)



*Top-tip: Take your time and have a browse through the different categories. Read through the type of questions asked. Read through the examples we have provided on the right hand side of the screen. The more you know Create my Support Plan the easier it will be to use it.*

## Stage 4: sections descriptions

You can start with any section you want. Here's a short description about what each category is about:

### About me:

Here you can enter information about you. It asks you about what is going well in your life, what is not going so well, your qualities and the people who support you. This tile is a little bit different from the others, because it is about knowing you rather than explaining where you might need support. It is a good place to start with because some of the information you put it here can be used later in the plan.



### Daily living:

This is about the basic things we all need daily, or most days, to live our lives. It asks you about the support you need for personal care, keeping active, food and drink and other things.



### My way of life:

This is about the support you might need to live your life how you want to. It asks you about the support you need for your interests, your hobbies, your friends and other things.



## Stage 4: sections descriptions

### **Making choices and decisions:**

This is about having choice and control over how you decide what to do and make decisions. It asks you about the support you need to make big decisions or day-to-day decisions.



### **Finding support and choosing staff:**

This is about the kind of people that could support you, and who you employ. It asks you about the support you need to choose who supports you and who you could employ.



### **Staying safe and dealing with problems:**

This is about keeping yourself, other people and your possessions safe. It asks you about the support you need to keep safe and prepare a back-up plan.





## Stage 4: sections descriptions

### **Budget calculator:**

It is a little tool to help you manage the money that you are receiving and the money you are spending.



### **Looking after others:**

This is about what support you might need to care for others, such as family members, friends or pets. It asks you about the support you need to take time out and look after others.



### **View my support plan so far:**

It will open in a new window and show you all the information you have entered in PDF document.



*Top-tip: Everyone is different, so if you think there are areas where you do not need support then you do not need to complete them.*

## Stage 5: sections different areas

Now that you have a good idea of what is in this tool, it is time to get stuck in. Choose any section you want from the main menu. When you click on one of the tiles, you will see a list of choices which you can tick. These are the different areas which relate to that particular tile.

# Daily Living

## NA

- Eating, drinking and preparing meals
- Personal care
- Mental and emotional health
- Memory and remembering things
- Physical health
- Housework
- Getting around at home
- Getting out and about
- Communication and getting my point across
- Other / Anything else about daily living

[← Back to support categories](#)

[Save and continue →](#)

If you do not need support with any of the items mentioned, go back to the main menu and select another tile.

[← Back to support categories](#)

If you only need support for one or two of the items mentioned, then just select the ones that you need. Then press continue.

[Save and continue →](#)

If you need support for all of the items mentioned, you can select all of them. Then press continue.

[Save and continue →](#)

*Top-tip: If you are not sure if you need support with one of the items mentioned, it's probably best to select it. You can always unselect it later.*

## Stage 6: answering questions

The next page will look like this. It will ask you what you are doing now and what you think needs to happen.

Home / My Support Plan / Daily Living / Eating, drinking and preparing meals

### Eating, drinking and preparing meals

#### Question 1: Eating, drinking and preparing meals - how I manage now.

Lucy's example: *I choose and eat healthy meals three times a day. I like the food my Personal Assistant\* cooks for me.*

\*Someone who you pay to support you in your daily life.

Enter your answer here...

#### Question 2: What I need more support with or what needs to change.

Lucy's example: *I would like to be more involved in preparing and cooking food.*

Enter your answer here...

[Save and back to support categories](#)

[Save and continue](#)

[Plan for this now](#)

### Example:

Let's say that you have chosen Daily Living and only select Eating, drinking and preparing meals. You will now see a section with "How I manage now" and "What I need to support with, or what needs to change".

You will notice that in the "What I need support with, or what needs to change" section, you can add or remove boxes. If you enter one item at a time, it will be useful when planning for your support in the next stages.

*Top-tip: If you select text from anywhere on the page and drag it in the empty box, it will copy and paste the text for you.*

## Stage 7: after completing a section

Now that you have entered the information you want, you have three choices. You may:

Plan for this now which will direct you to the action plan. (Go to Stage 8)

**Plan for this now**

Save and Continue which will direct you to the next item if you selected one. If you have only selected on items in Stage 5, then it will direct you to a summary page.

**Save and continue** 

*Top-tip: You can come back to all the pages at any time, so don't worry if you forget to put something in. You can always come back to it later!*

## Stage 8: the action plan

### Action plan:

Once you have completed at least one section of Create my Support Plan, you will see a new tile appear.



The action plan is where you can plan for the support you might need for a specific item. For example, if you selected personal care in Daily Living and you mentioned you needed more PA support to wash your hair, then you can think about how you are going to plan for this here. The action plan asks you a set of questions. Some of them might not be relevant to what you have entered, in that case just leave it blank.

Here is a short explanation of each section of the action plan is about:

### What Needs to Happen?

Here we have made a few suggestions about you might need. Just click on the ones which you think are good for you and it will appear in the box. If you don't see anything that is useful or if you have other ideas, you can type it the box.

#### Question 1: What needs to happen?

Enter your answer here...

Stage 8 continues on the next page.

## Stage 8: the action plan

### Who needs to be involved? Who could do this?

If you entered the names of people who already support you in the About Me section (Stage 4) these will come up here. Simply click on the name and it will appear in the box. If you have other ideas, you can type them in the box.

#### Question 4: Who needs to be involved? Who could do this?

You should consider yourself, people you already know or people you already pay. You can also get help from an organisation or find someone you could pay.

Enter your answer here...

### How often do you want this to happen?

Here you will see that there are four different possibilities: times per day, times per week, one-off or other. For times per day, enter the numbers of minutes. For times per week enter the number of days. Select one-off if this is something that just needs to happen once. Select other if the others three options don't work.

#### Question 2: How often do you want this to happen?

- Times Per Day
- Times Per Week
- One-Off
- Not applicable
- Other

### How long does it take each time?

Here you can enter the number of minutes a particular activity takes.

#### Question 3: How long would it take each time?

- Enter time in minutes
- Not applicable
- Other

## Stage 8: the action plan

### How much would it cost?

Select the option which is suitable for the support you are planning.

#### Question 5: How would this be paid for?

- There is no cost
- Direct Payment or Personal Budget
- Arranged by my Council
- With my own money
- Not sure yet
- Other

### When must this start happening?

If you have a specific time or date when this needs to happen by, enter it here. Otherwise leave it blank.

#### Question 6: When must this start happening?

Enter your answer here...

### What difference will this make to my life?

Having the right kind of support can make a big difference to your life. Select the boxes that you think are relevant to you. You can also enter your own ideas.

#### Question 7: The difference this will this make to my life is, I will be...

- More independent
- Managing my basic daily needs
- Healthier, feeling better in myself
- Able to get my point across and communicate
- Involved in decisions and know what is happening
- Getting out and meeting people
- Doing new things, or working or learning
- Safer and prepared for problems
- Able to care for someone else
- Other

## Stage 9: after completing the action plan

Now that you have finished this section, you can press continue which will take you to the next page.

Save and continue 

If you are planning for more than one item, it will take you to the next one. If not it will give you a short summary and you can click complete or go back and make changes!

Save and complete this section 

## Stage 10: this is it

And that is all you need to know! Now that you have become more familiar with the process, you can navigate your way round Create my Support Plan without any problems.

*Top-tip: I think we've deserved a nice cup of tea (milk no sugar please!) and a few scrummy biscuits.*





The Vassall Centre,  
Gill Ave, Fishponds, Bristol,  
BS16 2QQ

Tel: 0117 947 9911