Reviewing my plan, my goals and staying on track

Checking-in on my behaviour support plan and goals to help me achieve a good life

The Right Direction

Working together on positive behaviour support (PBS)

Instructions for behaviour support practitioners

This workbook is a tool for behaviour support practitioners to use with participants who have a behaviour support plan in place.

This document helps behaviour support practitioners engage with the participant and key members of their support network, when the time comes to review and refine the plan.

It is essential to check that the behaviour support plan is being implemented appropriately, taking into consideration any changes in the persons preferences and support needs, and that people are making progress toward their plan's goals, whether they are ready for new goals and, importantly, assessing whether the plan is moving the person toward their goals for a good life.

This process is about gathering information to involve the participant and the people who are working with them on their plan to understand what is working and why, as well as what is not working and why.

This is also when you engage the participant and any important members of their support network in revisions to the plan, to ensure that the plan is dynamic, changing to do more of what's working, less of what's not, and also keeps the person's safety and wellbeing at its core.

Bring resources you may have already completed during your planning process, as you may wish to use them now, either to complete (if you haven't) or to check whether the participant's needs for a good life have changed at all.

Before starting this workbook

You may wish to review the following tools and bring them with you to this session.

- My communication rights
- Getting to know each other: About us
- The Spectrum of Participation in behaviour support planning
- What does my support network look like?
- What a good life looks like for me
- My behaviour support goals workbook
- Making this plan work – effectively
- Engaging support networks in change
- A copy of their behaviour support plan.

When using this workbook

1. **Create a comfortable space** – Ensure a quiet, relaxed environment with any needed support tools.

2. **Provide information** – Make sure the participant understands who you are, why you are there, what this workbook aims to do and what the information will be used for before getting started (see Communication rights in behaviour support planning).

3. **Encourage participation** – Let the person take their time and involve a trusted person from their support network, if needed (see Engaging effectively).

4. **Get consent** – Explain the purpose and reassure the person they can choose what they want to share (see My communication rights).

5. **Adapt as needed** – Allow different ways to respond, take breaks, and adjust or reword questions where helpful (see Adapting communication for different people, Signs of successful communication and engagement, Different communication techniques).

6. **Respect their choices** – Skip or change sections based on what you can see from the person's communication (ie words, body language etc.).

Workbook sections

This workbook is a guide to support reviewing and assessing the behaviour support plan's progress and goals, it is intended to be flexible; you don't need to complete all sections and you can adapt it as much as needed to include pictures, personalised photos, or drawings made by the person themselves.

- **Checking in** – Exploring what a good life looks like for the participant.

- **Good life goals** – Discussing the participant's good life goals and whether they have changed; if so – how?

- **The behaviour support plan** – Talking through the current use of the plan, what's working and who is involved.

- **Making changes** – Exploring what needs to change and how to do more of what helps, while reducing things that don't help.

- **Moving toward my goals** – Revisiting the person's needs for a good life and broader life goals and how this behaviour support plan helps them achieve these goals.

- **Next steps for my behaviour support plan** – Planning what happens next, including when the behaviour support practitioner will review the plan again.

Checking in

My name is: _____

Today's date is: _____

My behaviour support practitioner's name is: _____

1. What is a 'good day' for me?

_____

_____

_____

2. What are some things that make a day better for me?

_____

_____

_____

3. What are some things that make my day hard?

_____

_____

_____

4. What would I like to do more of in my life?

_____

_____

_____

5. What would I like to do less of in my life?

_____

_____

_____

Good life goals

When my behaviour support plan was made, my 'good life goals' were:

1. _____

_____

2. _____

_____

3. _____

_____

4. Have my 'good life goals' changed?

☐ Yes   ☐ No

If yes: how have they changed?

_____

_____

How can I have more good days?

1. What is something I really want to do that I don't or can't do now?

_____

_____

2. What are the things my behaviour support practitioner and plan could help me to do this?

_____

_____

3. Who could support me to reach this goal?

_____

_____

4. How will we know I am getting closer to this goal?

_____

_____

My behaviour support plan

1. Is my plan used every day?

☐ Yes   ☐ No

If no, how can we make sure my plan is used every day?

_____

_____

_____

These are my behaviour support plan goals:

1. _____

_____

2. _____

_____

3. _____

_____

2. What helps me get closer toward my goals in the plan?

_____

_____

_____

3. Who can help me make sure my plan is working?

_____

_____

_____

4. How do we know if something in the plan needs to change?

_____

_____

_____

Making changes to my plan

1. What is working well in my plan right now?

_____

_____

_____

2. What is not working?

_____

_____

_____

3. How can we do more of what helps me?

_____

_____

_____

4. How can we change or stop things that do not help?

_____

_____

_____

Moving toward my goals

1. Has anything changed in my life in the past few weeks?

_____

_____

_____

2. Do I have any new activities or supports in my life since we made my last plan?

_____

_____

_____

3. Are there new people in my support network in my life we should add to my plan to help me work on my goals?

_____

_____

_____

4. Are there any new behaviour support plan goals I want to add to my plan?

_____

_____
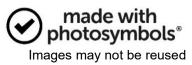
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5. How can we make sure my plan is working for me?

_____

_____

_____

Next steps for my behaviour support plan

1. These are the things we will do to make my plan is working in the best way:

_____

_____

_____

_____

_____

_____

_____

_____

_____

2. These are the next steps for my behaviour support practitioner and my plan:

_____

_____

_____

_____

_____

_____

3. My behaviour support practitioner will:

    a. Check in with me again _____ (when?)

    b. Check my behaviour support plan again to see how it's working

       _____ (when?)

    c. Talk to people in my support network

       _____ (when?)

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