



# Individual Programs and Behaviour Support Policy

Easy Read version



# How to use this booklet

This information is written in an easy to read way.

Some words are written in **bold**. We explain what these words mean.

This Easy Read document is a summary of another document.

You can ask staff for the other document.

You can ask for help to read this document.

A friend, family member or support person may be able to help you.

# What is this document for?

We work to give you the best support and services for your needs.

**Individual program** is a plan where we put your goals, needs and what support and services you will have.

This document tells you how we make the individual program and what is in it.

# How do we make an individual program?

Your individual program will have information about you:

- Your strengths – what you are good at
- Your needs – what you need help with
- Your goals – what you want for yourself in the future

We will talk to you and your family or support person so you can tell us about your goals and support you need.

We may also talk to your doctor about your health and medications that you take.

We will use your strengths and things that you enjoy to help you make up for things that you need help with.

That way you can reach your goals and be more healthy and independent.

# What is the individual program about?

Your individual program will be about all things important for you to be well:

- Behaviour – How do you express when you are upset
- Health & wellbeing – what medication you take, what allergies you have, do you have pain or discomfort anywhere, do you have concerns with your mood
- Community involvement - what activities you can do, how you are part of the community.
- Communication – how you connect and spend time with others
- Goals – what you wish to have and do in the future.
- Life skills – What daily living skills do you have, what life skills do you want to learn
- Lifestyle – how you want to live, what culture, values and beliefs you have.

Your individual program will be developed with you and your support network and will respect your wants, needs and the decisions you wish to make.

# How do we know your individual program is good?

We will make your individual program together with you and your family or support person. We will make sure it represents how you want to live your life, and takes into account your rights.

We want you to reach your goals and live a happy healthy life.

Everything we put in your individual program is there to help you reach your goals.

We will look at your program every year to see if we need to change it.

You can always tell us if there is a problem or something has changed in your life and you wish to change your program sooner.

# **Can you put anything you want in your individual program?**

Your individual program is all about what is good for you and what helps you reach your goals.

Your goals and things that you like can be anything as long as they are positive and healthy things.

If you want to do something that may hurt yourself or others, we will have to find another way for you to have what you want.

# **Other documents in an easy to read way**

Complaints and Compliments Policy

Confidentiality Policy