

Comprehensive Personal Planning and Support Policy (CPP&SP)

Plain Language Version



This is a Plain Language copy of the Comprehensive Personal Planning and Support Policy, called CPP&SP.

Policies are rules that have to be followed.

CPP&SP has 15 policies.

People who support you through Community Living Service Delivery (CLSD) are to use these policies to help you.

This book will help people to understand the 15 policies of CLSD. If the policies are not being followed, you should talk to someone you trust.

Thank you to the Inclusion Saskatchewan (INSK) for their help in making this booklet.

People who support you through CLSD must follow the CPP&SP.

This includes:

- People who have Approved Private Service Homes called APSH;
- CLSD staff;
- People who work at Community-Based Organizations like group homes or day programs;
- Individual Service Providers; and,
- Self-Directed Funding.

Things about you and your health will only be shared when and how the law allows, or when you allow it to be shared.

If you need help reading this book, you can ask someone to explain what some words and ideas mean. You can ask a family member, a support worker, or anyone on your team.

Things that are important

1. All people are equal.
2. All people have needs.
3. When you do things together with your support worker, the value and talents everyone brings will be shown.
4. You are offered choices to help you learn and grow.
5. You have the same choices as others around you.
6. Learning, growing, and change can happen when people respect each other.

Human Rights

The first five policies in this book are about protecting your rights and how people will provide help in a respectful way.

All people have rights.

Your human rights are written down in:

- The Canadian Charter of Rights and Freedoms
- The Saskatchewan Human Rights Code
- The United Nations Convention on the Rights of Persons with Disabilities

Your rights are important and are protected by law.

Policy 1

All supports provided shall recognize the participant's rights and reflect ethical practices.

Plain Language

You have rights. Support workers will help make sure they are followed. They will do things for you in the best way.

Your rights and the law are very important.

When your support workers follow human rights and follow the policies in this booklet, it is considered the best way to help.

Policy 2

Service providers shall interact with participants in a supportive and respectful way.

Plain Language

Support workers must be respectful to you.

Support workers should know and follow your likes, choices, abilities and differences.

The way people write about you, talk about you, and talk to you should be respectful and helpful.

Policy 3

Participants shall be provided with the support that they need to make decisions.

Plain Language

You will get the help you need to make decisions.

You have the right to make your own choices.

You have the right to say yes or say no.

When you need help in making a decision, you can use the information on supported decision-making in Appendix B of the full CPP&SP.

Policy 4

Any act or omission that causes a participant to experience physical, emotional, or sexual harm, loss of individual rights, or the misuse of their personal property shall be prohibited.

Plain Language

Your support workers are not allowed to:

- Hurt your feelings.
- Hurt your body.
- Sexually harm you.
- Take away your rights.
- Misuse your personal things.

The people who support you are responsible for what they do. They need to make sure you are treated well. They know what abuse and neglect is.

Abuse is when someone does something that hurts you.

Neglect is when someone does not do something that they are supposed to do, and it hurts you.

Appendix F of the full CPP&SP has information about abuse.

Policy 5

Procedures perceived by a participant to be aversive shall not be used with that participant.

Plain Language

Things that hurt your feelings or your body are not allowed.

You know if something hurts you. You have the right to say yes or no.

Watching your reactions may help others to understand if something is hurting you.

Person-Centred Planning

The next four policies are about person-centred planning.

Person-centred planning is used to help plan your life.

You decide what is good for you. You can plan for day-to-day choices, like what to eat, or bigger choices, like where to live.

Policy 6

A person-centred planning process shall be used as a means of supporting the participant in deciding and planning her goals and supports required.

Plain Language

Person-centred planning will be used to help you make goals and to help you reach your goals.

Person-centred planning is about you and the way you want to live your life.

You get the help you need to make goals.

You get to make the decisions and to decide who you want to help you make goals.

Policy 7

The person-centred planning process shall involve the participant and a core group of people who know and care about the participant and are committed to supporting her.

Plain Language

You are a part of your person-centred plan. You will pick who will be on your team. Your team should know and care about you and agree to help you.

It is important for you to pick who you want on your team.

Policy 8

The person-centred planning process shall identify the roles and responsibilities of those providing support to the participant in achieving her goals.

Plain Language

Person-centred planning will say what your team members have to do to help you reach your goals.

Someone will lead the plan by helping everyone do what they are supposed to do to help you.

You will know why each person is there and how each member of the team will help you.

Policy 9

The person-centred plan shall be documented.

Plain Language

The person-centred plan will be written down and kept.

Your plan will be written down.

It will include choices, goals, and what you need.

It will include the day that the plan will start, when things will be looked at next, and who will do what.

You will decide who will get copies of the plan.

You can get a copy of your person-centred plan.

Comprehensive Behaviour Support

The next six policies are about Comprehensive Behaviour Support and making a plan for you.

This is a plan for how support workers will help you learn and do things that will keep you and others safe.

This plan includes how support workers can use medicine that will help with your behaviour.

This plan also shows what the support workers must write down and keep.

Policy 10

Comprehensive Behaviour Support shall be used when designing support strategies to affect a participant's challenging behaviour, or dangerous or harmful behaviour.

Plain Language

Your plan will be used to help you and others make changes to keep everyone safe from harm and to help you learn new things.

Support workers might change what is going on around you. They might change the room or building you are in, or who or what is around you.

Support workers will use positive ways to help you, instead of punishment.

Support workers may need to step in to help if you might hurt yourself or someone else.

Policy 11

Comprehensive Behaviour Support strategies shall be based upon the analysis of objective and thorough assessment information.

Plain Language

Your plan will be made by learning about you and your needs.

To help you, support workers need to learn three things:

1. What you like and how you want to live.
2. How your health and wellbeing need to be thought about based on how you act.
3. What makes you do the things you do and why.

Policy 12

Comprehensive Behaviour Support strategies shall be documented in a Comprehensive Behaviour Support Plan.

Plain Language

Your plan for how to support you will be written down and kept safe.

Plans must have:

- What was learned about you, and how it was learned.
- How you were included and how you helped with the plan.
- What changes will be made and what things will be done to help you.
- Who made the plan, when and where it should be used, and how to write about times when the plan is used.
- A date for when the plan will be looked at to decide if it is working well.
- A way to know if it is working.

Policy 13

The use of medication intended to affect challenging behaviour is a component of, not a substitute for, Comprehensive Behaviour Support and shall be carefully planned and strictly monitored.

Plain Language

Medicine to help you with your behaviour will only be used when needed and as part of a plan. Use of medicine will be carefully planned. How it makes you feel or act will be watched.

Appendix G of the full CPP&SP has more information about using medicine.

Policy 14

Service providers shall have an established policy for addressing participants' new behaviours that are dangerous or harmful to self, others or animals.

Plain Language

There will be a plan in place about what everyone will do if you do something you have never done before that might hurt you, other people or animals.

The plan that support providers put in place will be about stopping things before they happen.

Plans to help with behaviour must not include mechanical restraint. Mechanical restraint is the use of ties, straps, belts, jackets or anything that holds you in place.

Appendix H of the full CPP&SP has more information about emergency responses.

Policy 15

Dangerous or harmful behaviours that have not occurred before shall be documented.

Plain Language

If you do something unsafe that will hurt yourself or others, it will be written down and kept.

Things that are written down will be used to help support providers know what to do to keep you and others safe from harm.

These things may become part of a plan for you.

Your Rights

- You have the right to be yourself
- You have the right to be respected
- You have the right to feel safe
- You have the right to say yes and say no
- You have the right to a home and to live where you want
- You have the right to food
- You have the right to have friends
- You have the right to love and be loved
- You have the right to be alone
- You have the right to learn, share ideas and understand
- You have the right to have your information private and to look at your information
- You have the right to belong and join
- You have the right to work
- You have the right to ask for help
- You have the right to medical care
- You have the right to ask for help in an emergency
- You have the right to religion
- You have the right to know about your government and to vote
- Laws are the same for all people

With permission from the author, the above plain language version of Your Rights is adapted from Estevan Diversified Services "Your Life, Your Rights" handbook.

The plain language version of rights is based on the *Canadian Charter of Rights and Freedoms*, the *Saskatchewan Human Rights Code* and the *United Nations Convention on the Rights of the Child (1990)*. For an exact version of the rights, please refer to the original CPP&SP.

