

## LAWRENCE HOUSE SUPPORTED ACCOMMODATION

### Move On Planning

#### Guidance for delivering the Personal Development Plan (P.D.P.)

The objectives of a PDP are:

1. To clarify how current support needs are being met.
2. To identify any risk or change in risk to either the client or project.
3. To identify future areas of support.
4. To identify appropriate services or avenues to establish services, including move via the linked pathway to the Wykin Project where appropriate.
5. Clarifying roles between agencies and workers involved.
6. Identify individual goals, short-term and long-term.
7. Review the Risk Assessment.
8. All PDP's should be reviewed at least once a month and each objective should have regular review dates set.

The PDP should form part of any other overall plans already in place by key agencies.

Various attributes are recorded in the PDP process, which are personal and therefore subject to the Groups Confidentiality Policy, Procedures and Guidelines.

These attributes will include – but not be limited to areas such as :-

- Finance ( income, benefits, debt management )
- Personal situation ( relationships, health, legal / criminal record / safety / risk factors )
- Support ( family, friends, Social Services )
- Life Skills ( budgeting, catering, shopping )
- Aspirations ( education, employment )

Measurement of a PDP will be based on a scoring system in which individual attributes are rated numerically (1 to 4) and combined to give an overall score, so giving both the key worker and the resident clear areas for goal setting and a basic tool to measure progress during the period of residency.

#### Delivering the PDP

The Group's policy is that every resident should have a PDP meeting with an appointed Project Worker, at least once every month. Regular less formal meetings and updates should occur in the interim. However, a resident or their appointed Project Worker can request a PDP session at any time.

Disagreements in any assessment or suggested action plans should be noted by the Project Worker in the PDP documentation.

## Planning the PDP

The key worker should carefully plan PDP meetings for times when the resident will be available, where possible agreed in advance with the resident. The PDP should be planned for by reviewing recent PDP forms and other relevant documentation regarding move in dates, and take in to account recent discussions or meetings with the resident.

## Measuring the PDP

To provide a basic measuring framework, PDP's are subject to an easy to use numerical scoring system, the combination of which will provide a basic guidance to the Project staff of a resident's readiness to move on, and indicate any areas that the resident would benefit from having targets and goals set, or assistance with.

Each PDP section has been allocated a scoring system around the category as follows:-

NB These scores are only a guide to assist the Project Worker in assessing the resident. Some discretion and discussion is required to assess the most appropriate score for any individual. Scoring methods should be discussed at staff meetings / supervisions to ensure consistency.

### A. Economic Wellbeing

1. No experience living on own. Significant rent arrears, problems obtaining benefits.
2. Benefits / income in place, arrears and debt problems, needs help budgeting.
3. Needs budgeting assistance, small arrears and debt.
4. Can budget well, no arrears / debt.

### B. Enjoy and Achieve

1. No qualifications / excluded from college, no experience in job market.
2. No qualifications, has left college, no real idea of what work to do.
3. Some qualifications, some work experience – could return to education for study / training.
4. Working / in education / Prince's Trust.

### C. Be Healthy (and personal health risk)

1. Has a significant mental / physical health issue and/or self harm.
2. Has alcohol / drug problem / weight problem which could lead to high risk of health issues and/or self harm.
3. Has sought help and advice for drug / alcohol / mental health issues. CPN in place. At some risk of declining health.

4. No major health issues, moderate alcohol / drug intake. Low risk.

D. Stay Safe (and personal safety risk)

1. Recently into hostel, no friends, no family support, not coping very well. Evidence of abuse / bullying, high risk of unsafe act.
2. Few friends, finding things hard going, struggling a bit. Warnings / eviction notice given. Moderate risk of safety issues to self / others.
3. Some friends, contact with family, support from Social Worker / Health Visitor etc. Low risk of personal safety issues.
4. Good support from friends and / or family. Enjoying stay. Staying out of trouble. No personal safety issues.

E. Make a Positive Contribution

1. No confidence or ability to have choice / control / involvement.
2. Has some confidence and ability but needs developing further.
3. Has ideas for their future, still needs input to help with planning.
4. Has full confidence and ability to have choice / control / involvement. Exercising their own choices.

### Overall rating the PDP

A rough guide would be to suggest that the higher the overall score, the higher the readiness for move on to sustainable accommodation. However, in some areas, a persistent low score would also suggest that a resident is not succeeding at Lawrence House, and would benefit from a move on elsewhere that would be of more benefit, maybe to somewhere that can offer more specialized care.

Medium to low, or falling, scores could also indicate a higher level of risk to either the Client or Lawrence House.

The Project Worker should now use all the information from the PDP session to record:

1. The overall score.
2. An assessment of personal risk.
3. An assessment of move on readiness.
4. An Action Plan for identified goals or risks.

### Action in the PDP

The Project Worker should work with the individual during the PDP process to identify areas for action and support required to improve readiness for move on, and improve score ratings on the PDP. Goals should be set within the scope of the Plan.

Depending on the individual, the Project Worker can set realistic goals in one, or even several areas detailed. Timescales for review of the goals should be set, as well as planning the stages required to achieve the best outcome.

### Move on Application Process

As a resident progresses in their personal development, their PDP score should rise accordingly. When this is nearing the maximum, or has made a significant increase, the Key Worker may feel that the resident is ready for move on via the linked pathway to Wykin. The Key Worker will initially discuss this with the resident and then feedback to the staff team at the next weekly Staff Meeting (or before). If the staff team agree that the resident is ready for move on, the Key Worker will then liaise with the resident to jointly complete the Internal Move on Form between Lawrence House and the Wykin Project. The Information Sharing Protocol form should also be completed and these should be forwarded to Wykin along with the a copy of the latest PDP and the resident's original Application Form to Lawrence House.

If for any reason, staff have concerns about move on; these will be discussed at the Staff Team meeting and explained to the resident by the Key Worker. It is noted that any resident may request referral to Wykin at any time.

It should be noted that all residents who are ready for move on will be referred to Wykin, should they so wish, but that any prioritisation for move on is a decided by the Wykin Project as the new support provider and not Lawrence House.

If the resident is assessed as ready for move on but for personal reasons does not wish to apply to the Wykin Project, then the Key Worker should help identify alternative accommodation / support services to the resident and assist them with applications if they so wish.

### Assessing the process

All those staff engaged in the PDP process should have input into how the process is working. Feedback is actively encouraged. Learning points that arise from difficulties or issues encountered during the delivery of PDP's should be discussed with the Project Manager and at Staff Meetings.

The Project Manager is responsible for monitoring that meetings are held with every resident, every month. Project Workers should therefore update the Project Manager, or any system introduced for the purpose, as to when meetings have been held or reasons for failure to meet.

The Management Committee are responsible for implementing the Move On Planning Policy – Guidance for Delivering the Personal Development Plan (PDP) and monitoring its performance. Any updates to the policy will be approved by the Management Committee based on information given by staff. The Policy is subject to full review on a regular basis, not to exceed a period of 3 years.