

# Individual plan – a tool for coordination

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# The individual plan

- An individual plan is a **superior plan** for people with long-term and coordinated services, according to 7 different laws.
- An individual plan is a **tool of coordination** that will secure and coordinate services. It helps create an equal partnership between the service provider and the person in need of service.
- An individual plan is **based on the user's needs and aims**.
- An individual plan gives the possibility to prepare **different changes** in the users life, such as finishing school and find and begin a work, or from being a youth to become an adult.
- An individual plan is normally written for a **period of 3-4 years**, to cover transitions in the users life.





# User participation

- **The principle of user involvement is fundamental for the work of the individual plan.**
- The user takes part in creation of the individual plan.
- The individual plan has the user's perspective and opinion in mind.
- The user's competence and the service provider's expertise must be coordinated in the individual plan.
- The user's participation is of great importance when it comes to the transition from being young to become a person of legal age.

## Example

- It is important that the demands from the society or the company meet the individual needs of the user. The goodwill from different partners which offer an apprenticeship for example, is necessary.



# Personal coordinator

- The personal coordinator is responsible for the coordination of the user's individual plan.
- The personal coordinator should be the **main contact** between the user and different appropriate cooperation partners in the process.
- The personal coordinator is in charge of the overview **of the user's needs of services**, and what the user can manage to do him/herself.
- When **creating the user's individual plan**, it is important that the personal coordinator plans 3-4 years ahead of time.
- The personal coordinator is in charge of **inviting and leading cooperation meetings**.
- The personal coordinator is also **in charge of asking critical questions** on behalf of the user, during the coordination process.



# The coordination unit

## Roles and tasks

- The coordination unit is a department for the user with special needs, their families and the service providers.
- The coordination unit will provide guidance and information for the user, families and service providers.
- The coordination unit will provide the user with a personal coordinator and keep the overview of all the individual plans.

