

YOUR ADULT CARER SUPPORT PLAN AND REVIEW FORM

The purpose of an Adult Carer Support Plan is to give you the opportunity to identify the areas of your life that are affected by your caring role, to consider how caring impacts your ability to lead a healthy and balanced life, and to explore ways to improve your wellbeing and plan for the future. Your plan will also help you identify the information and support you need to feel better supported in your caring role.

Reviewing and Prioritising Our Conversation

At the end of the Adult Carer Support Plan discussion, your worker will, through conversation and with reference to the eligibility framework criteria descriptors, identify the level of impact for each aspect of your caring role. You will end up with one tick (✓) per row.

Aspect of caring role	Caring has no impact	Caring has low impact	Caring has moderate impact	Caring has substantial impact	Caring has critical impact
Wellbeing					
Health & Wellbeing					
Relationships					
Life Balance					
Practical Support					
Managing your Caring Role					
Living Environment					
Future Planning					
Future Planning					
Finance & Benefits					
Employment & Training					

From the Adult Carer Support Plan conversation, how many areas require critical support? _____

2. Your Wellbeing

This section is about your personal health and wellbeing, including your mental health, and how you can balance your caring role with the other things in your life that are important to you.

Think about your health and wellbeing, including: having a life of your own; having a good relationship with the person you care for; how life presents events that challenge you and how you adapt to them; how you make time for the things you have to do (your responsibilities); and how you make time for the things you want to do (things that bring you pleasure or personal fulfilment).

Ask yourself:

- What is working well for me?
- What does a good quality of life look like for me?
- What could I do to make things better for myself?
- What have I already tried?
- Have I accessed any support from another organisation in Fife?

Actions we discussed that may help you improve your quality of life:	Note here who will help you to take this action:

If you feel you need a break from your caring role, what would that break look and feel like for you? How would you arrange it?

3. Practical Support to Help You in Your Caring Role

This section is about the practical issues that affect your life.

Think about what practical help you might need to continue in your caring role and balance your life. Do you feel you are prepared and have the information, skills, equipment, and financial or benefits advice you need? Are you involved in decision-making by the services that support you and the person you care for? How does your living environment affect you?

Ask yourself:

- What is working well for me?
- What could I do to make things better for myself?
- What have I already tried?
- Have I accessed any support from another organisation in Fife?
- What practical help do I think I need to help me manage my caring role?

Actions we discussed that might help you in your caring role:	Note here who will help you to take this action:

4.Planning for the Future

This section is about planning for your immediate and longer-term future, including your personal and financial wellbeing and that of the person you care for

Consider steps such as making emergency arrangements, managing change, identifying any social care support you may need think about your aspirations for education, work, or retirement, you may also wish to seek legal advice on matters such as Power of Attorney or Guardianship.

Ask yourself:

- What is working well for me, and how might this support my future plans?
- What have I already tried to help myself prepare for the future?
- Have I accessed support from any organisations in Fife that could help with future planning?

Actions we discussed that you might take to help improve your future planning:	Note here who will help you to take this action:

Do you have an Emergency Plan?

Yes

No

We recommend preparing an emergency plan using the form developed by Fife Carers Centre, available on their website. It is simple to complete and can be very helpful if an unexpected event occurs: www.fifecarerscentre.org/resources

5. Your Caring Role

Having completed your Adult Carer Support Plan and agreed to some actions you will take to improve your circumstances, do you now feel more able to continue in your caring role?

Yes

No

With your plan in mind do you feel willing to continue in your caring role?

Yes

No

Is there any additional support you require to enable you to continue in your caring role?

This is your Adult Carer Support Plan. We encourage you to take the necessary actions that we have together agreed in this plan to help you to manage your caring role. Where we have agreed to take action to help you, we will include a date when we expect to complete this for you.

6. Review

Plans and circumstances can change over time, so we recommend reviewing your Adult Carer Support Plan **at least once a year**. If your support needs change before then, please get in touch so we can discuss this and agree to the next steps together.

If you don't contact us beforehand, we will get in touch to review your support needs and personal outcomes based on the following criteria:

- A minimum of every three years, unless we hear from you sooner.
- Every year if you have critical needs for support,
- If you receive additional funded support (sometimes called SDS or self-directed support) arranged under our SDS framework.
- Whenever we become aware of a significant change in your circumstances.

Based on your plan today, we have agreed to plan to review your Adult Carer Support Plan with you on:

7. Protecting your Information and Data

The information you provide to us, on this form will be held by Fife Council for the purpose of assisting you in your role as a carer. As part of this process, the Council may share statistical returns with the Scottish Government for the purposes of research.

To enable us to provide the services that you need, we may share information about you with other organisations, for example, partners that we commission to provide care and support, such as other carer support organisations. We may also share your information to support related legislative and regulatory requirements such as accident reporting, complaints, audits and inspections, investigations and hearings (including adult and child protection), duty of candour, or the prevention and detection of crime.

All data sharing will be in accordance with data protection legislation including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). For further information on what we do with your data, please go to: [Health & Social Care Privacy Notice | Fife Council](#) or [Privacy Policy — Fife Carers Centre](#).

Our partner organisations will have their own privacy notices, policies and procedures.

This is your plan. You are entitled to share it with whomever you choose. You do not have to share it with anyone you do not want to.

As we have agreed today, you would like me to refer you to an external organisation for additional support.

Practitioner/Agency Details:

Name:
Title/Designation:
Contact details:

Carer Agreed with Support Plan/Review: Yes	No
Carer's Signature: _____	
Date Support Plan/Review Completed: _____	