

## The Short Break Planners

### Short Break Planners

This short break planning pack brings together in one place a wide selection of information, advice and other resources to show you what's available and possible. You'll find links to these resources in the menu on the left.

The short break planners, which are explained below, are at the core of the Short Break Planning Pack and are to help you think about what you need to make your short breaks right for you.

There may be barriers that have to be overcome to achieve the service that best fits your needs, but we hope these resources will help you be clear about what you're looking for, and the positive examples will give you some encouragement to pursue your goals. In our experience persistence does pay off!

### How to use the Short Break Planner

As explained, the Short Break Planner is to help you think about what would make your short breaks right for you. The planner leads you through a sequence of questions which help to build up a picture of the ideal break for your needs and circumstances.

The planner can be completed by typing answers on screen (which can then be saved and updated) or you can print off a copy and complete the sections by hand.

Before completing the Planner have a good look through the other information available here. You can also use the 'My Ideal Break' exercise to help you think about what's really important to you - what must be provided to give you a break that works.

### Service users and carers explained

In this Planning Pack we talk about 'service users' and 'carers'. These may not be terms that you are familiar with or think apply to you.

When we use 'carers' we are referring to anyone who as a family member or as a friend is providing essential care and support on an unpaid basis.

When we use 'service user' we are referring to anyone who has care or support needs as a result of their condition. They are likely to be receiving services from paid carers. Paid carers will usually come from the NHS, local authority or a private or voluntary organisation. Some service users employ their own personal assistants.

Sometimes people, for example, if they are living together act as carers for each other.

This Planning Pack is for everyone in any of these situations

### **Do I or we have to use it?**

No! Of course not, but we very much hope it will help you get your short break right.

### **It's your Planner**

Please use the Planners in the way that works best for you. For example, you might not want to answer every question. Pick and choose what works best for you. Also if you are helping someone with communication difficulties to use the Planner then it may be more appropriate to use pictures or photos instead of words to help with the questions and the answers, or you can adapt the wording.

### **What if I or we need help to use it?**

Shared Care Scotland can provide some telephone support to help people obtain the resources or give advice on using the pack. Carers Centres may also be able to provide support if people need help in finding services locally and getting financial support. Other sources of support could include friends, family members, advocacy workers and support workers.

### **What do I or we do after we've used the Planner**

After you've used the Planner, it is a good idea to save it on your computer.

Then you might:

- Share your ideas with your Care Manager when you're talking about your short break
- Use it as a guide if you are arranging your own short break. For example to tell potential 'service providers' what you are looking for
- Use it to remind yourself about what you really want
- Use it after your short break to check how well your short break met your wishes.

### **How do I get a new Planner or update this one?**

- Download it from the Shared Care Scotland website:  
[www.sharedcarescotland.org.uk](http://www.sharedcarescotland.org.uk)
- Contact Shared Care Scotland for a paper copy