

## Person-Centered Planning Facilitator Selection Process

Selecting a qualified person-centered planning facilitator is an important process. The Department of Human Services (DHS) in collaboration with the College of Direct Supports (CDS) has developed a set of guidelines to consider when selecting a facilitator who is willing to contract for person-centered planning services. These guidelines are based on (1) Minnesota's [Person-Centered, Informed Choice and Transition Protocol](#) and (2) "Selecting a Person-Centered Planning Facilitator" questionnaire from the College of Direct Supports.

A formal Person-Centered Plan is one that is conducted with a person and other people of his or her choosing ("circle of support"), led by a qualified person-centered planning facilitator who is trained in specific methods and skills. Person-centered planning facilitators need to have some basic skills and knowledge of person-centered principles, values and philosophies in order to provide planning that is person-centered. Facilitators also need to demonstrate an understanding of the common shared values of person-centered approaches.

We have developed a set of sample questions you can ask to help find a facilitator who is appropriate for the planning you are requesting. There are four basic areas of competencies for person-centered planning facilitators: **Knowledge, Skills, Attitudes and Values, and Experiences and Resources.**

**KNOWLEDGE:** A person-centered facilitator needs to be able to identify the formal training experiences they have had, with person-centered planning processes. A facilitator should demonstrate an in-depth knowledge of these processes and have the knowledge and skills necessary to select an appropriate planning process based on the focus person and his or her individual preferences, desires, dreams and hopes for their future.

### **Sample questions to ask a facilitator about his or her knowledge:**

1. What formal training have you had in person-centered planning processes?
2. What forms of person-centered planning do you use? Why?
3. How many person-centered plans have you facilitated?
4. Can you provide a sample of a person centered plan you have facilitated?
5. Can you give me an example of a positive change that has happened for a person, because of a person-centered plan that you facilitated?

**SKILLS:** Facilitators need to work collaboratively with the focus person, families and friends, and other professionals; demonstrate respect to all team members and diverse opinions; and, create respectful partnerships and consensus within the team. A facilitator needs to build on the values, beliefs, culture, and preferences identified whenever possible, as identified by the person who is the focus of the plan, or if not possible, by the person's preferred spokesperson and/or those designated within his or her circle of support.

### **Sample questions to ask a facilitator about his or her skills:**

1. Imagine a situation where a person and their circle of supports disagreed about what was important to and for that person. How would you handle this situation?

2. What ground rules do you recommend for person-centered planning sessions? Why?
3. After the initial person-centered planning process what do you do to ensure there are action steps and follow-through?
4. Do you provide any follow-up after the initial plan has been developed?

**ATTITUDES AND VALUES:** A person-centered planning facilitator is able to demonstrate the following attitudes and values of person-centered planning:

- 1) Promotes dignity, respect and trust for each focus person.
- 2) Ensures each person has the ability to choose supports and services that help them contribute to the community in a meaningful way.
- 3) Understands and demonstrates how to balance preferences and health and safety.
- 4) Knows how to use a “power with” rather than a “power over” approach to support people to pursue what is important to them.
- 5) Promotes and establishes a shared vision between the person and his or her team.
- 6) Promotes and demonstrates that with information, experience and assistance a person can select supports and services that work for them.
- 7) Honors the person’s ability to express choice and preferences.
- 8) Demonstrates respect for and builds on the values, beliefs, culture and preferences identified by the person and his or her circle of support.
- 9) Affirms a person’s civil and legal rights.

**Sample questions to ask a facilitator about his or her attitudes and values:**

1. Describe how this person-centered planning process will help the focus person become more included in his/her community.
2. How do you see the person-centered plan connecting to other plans such as the support plan, a Functional Behavior Assessment, a positive support plan, etc.?
3. Give us an example of how you discovered what is important to a person and what is important for a person and how you found that balance within the person-centered planning process.

**EXPERIENCES AND RESOURCES:** A facilitator demonstrates a commitment to professional development as evidenced by actions to build and expand upon their skills as a planner. They stay current on emerging best practices within the field of person-centered planning and they seek out support, guidance and assistance when needed.

**Sample questions to ask a facilitator about his or her experiences and resources:**

1. Have you ever been a focus person of a person-centered planning process? If yes, what was the most surprising? What was challenging? What did you learn from the process?
2. How do you stay current with best practices within the field of person-centered planning?

3. Do you have a mentor or another facilitator with whom you can communicate/consult about person-centered practices, someone that can serve as a mentor if you run into challenging situations during planning processes?

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