

**PLAN FACILITATION**

<p><b>Before Facilitating a Plan</b></p>	<ul style="list-style-type: none"> <li>■ Set aside a moment for a self check in.</li> <li>■ Print a copy of the brochure.</li> </ul>
<p><b>Introducing CA:tCH Plans to Participants</b></p>	<ul style="list-style-type: none"> <li>■ Review CA:tCH Plan Brochure with the participant and discuss potential benefit to participant.</li> <li>■ Review the ROI with the participant.</li> <li>■ Ask if they have questions or need clarification.</li> <li>■ Inquire about existing safety plans / obtain a copy if appropriate.</li> <li>■ If now is not appropriate, schedule a time to complete the CA:tCH Plan.</li> </ul>
<p><b>Creating a Plan</b></p>	<ul style="list-style-type: none"> <li>■ Complete CA:tCH Plan with participant. For some participants this may take more than one session.</li> <li>■ Print a copy of the Plan and ROI for participant for a review and signature.</li> <li>■ If you will not be the facilitator checking in with the participant please let them know the agencies (on the ROI) that can help them update their plan.</li> </ul>
<p><b>Contacting Supports</b></p>	<ul style="list-style-type: none"> <li>■ Contact participant supports with participant to let them know they are listed in the plan as a support in a time of crisis.</li> <li>■ Note in the plan status of contacting supports.</li> <li>■ Give CA:tCH Brochure and copy of the plan if requested to participant to share with supports.</li> </ul>
<p><b>Adding a Plan to CA:tCH</b></p>	<ul style="list-style-type: none"> <li>■ Obtain consent to create a participant record in WISHIN.</li> <li>■ Create WISHIN/CA:tCH participant record.</li> <li>■ Upload signed CA:tCH Plan/ROI</li> <li>■ Give all paper copy/copies to the participant.</li> <li>■ Delete copy of plan from your computer. (Only digital copy should be in the WISHIN/CA:tCH system.</li> </ul>