|  |
| --- |
| Housing First Support Plan template |
| Housing First for Young People Leaving Care |
|  |

Contents

[Introduction 2](#_Toc190166068)

[How to use the Housing First support plan template 2](#_Toc190166069)

[Aboriginal and Torres Strait Islander young people 2](#_Toc190166070)

[Tips for completing the Housing First support plan 2](#_Toc190166071)

[Housing First support plan 3](#_Toc190166072)

[Young person’s details 3](#_Toc190166073)

[Housing First support details 3](#_Toc190166074)

[Connections plan 4](#_Toc190166075)

[Housing and living skills plan 5](#_Toc190166076)

[Health and wellbeing plan 6](#_Toc190166077)

[Education plan 7](#_Toc190166078)

[Employment plan 8](#_Toc190166079)



**Note:** This table of contents will not automatically update and as you complete this template page numbers may become inaccurate. To update the table of contents:

* hover over the table of contents and open the context menu (right-mouse-click or use **Shift+F10**)
* choose **Update Field**
* choose **Update entire table**.

To receive this template in another format, email Transitions from Care, betterfuturescentral@dffh.vic.gov.au

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Australia, Department of Families, Fairness and Housing, March 2025.

Available at [providers.dffh.vic.gov.au/housing-first](https://dhhsvicgovau.sharepoint.com/sites/ChildProtectionCarePolicy638-GRP/Shared%20Documents/Transitions%20From%20Care/Housing%20First/a%20Workstream%202%20-%20Model%20Design/providers.dffh.vic.gov.au/housing-first) providers.dffh.vic.gov.au/housing-first.

# Introduction

The Housing First Support Plan records what the young person and their Housing First Case Worker have agreed on to develop the young person’s independent living skills.

The support plan is the framework for the young person’s journey through Housing First.

## How to use the Housing First Support Plan template

You should use this template together with:

* the Housing First Operations Manual
* information from the young person’s WOMBAT Everyday Life Skills assessment
* information from the Outcomes Tracking System (OTS) Better Futures question set.
* the young person’s most recent 15+ Looking After Children (LAC) Assessment and Progress Record to carry over any unfinished goals and actions.

## Aboriginal and Torres Strait Islander young people

Aboriginal or Torres Strait Islander young people on Guardianship orders must have a Cultural Plan. Cultural Plans ensure they remain connected, or re-connect, to their family, culture and community.

## Tips for completing the Housing First Support Plan

* Use the Support Plan to actively progress towards obtaining alternative accommodation for when the Housing First accommodation period ends.
* Use the WOMBAT Everyday Life Skills assessment and the Outcomes Tracking System (OTS) Better Futures question set to prompt your plans and actions.
* Consult with your Tenancy Support Worker to help inform housing and tenancy goals.
* Work with the young person’s other support people to complement and leverage their service. Services may include those funded via:
	+ Targeted Care Packages (TCPs)
	+ Home Stretch
	+ National Disability Insurance Scheme (NDIS).
* Make sure the young person understands and is involved with creating their plan.
* Build on the young person’s aspirations and strengths.
* Use dot points and plain language.
* Specify who will have responsibility for each action. If this involves a group of people, underline who will coordinate.
* Specify when the service will be provided, or the action taken. ‘As soon as possible’ is not an appropriate description of timelines.
* Determine the next review date for the young person’s Housing First Support plan review. Based this on their needs and circumstances but review it no later than 12 months.
* Consider using the Housing First Support Plan to develop the young person’s understanding of their Residential Tenancies Authority (RTA) rights and responsibilities. Some examples may include:
	+ Planning for and participating in regular property inspections
	+ How to raise a maintenance request
	+ Required timeframes around responding to maintenance requests
	+ How to complete a condition report

Housing First support plan

Use of this template is to assist in creating a Housing First support plan. Using this template is optional.

# Young person’s details

| Information required | Young person’s details |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Date of Birth:** |  |
| **Date of housing commencement:** |  |
| **CRIS(SP) number:** |  |
| **Indigenous status:** |  |
| **Date of plan commencement:** |  |

# Housing First support details

| Information required | Housing First support details |
| --- | --- |
| **Housing First case worker:** |  |
| **Contact details:** |  |
| **Housing First Tenancy Support worker:** |  |
| **Contact details:** |  |
| **Date of plan:** |  |
| **Plan type: (initial plan/review of plan):** |  |

# Connections plan

| Young person’s needs | Action | Who? | By what date? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Housing and living skills plan

| Young person’s needs | Action | Who? | By what date? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Health and wellbeing plan

| Young person’s needs | Action | Who? | By what date? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Education plan

| Young person’s needs | Action | Who? | By what date? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Employment plan

| Young person’s needs | Action | Who? | By what date? |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |