



1.15 INDIVIDUAL NEEDS, RESPITE SUPPORT PLAN POLICY

Policy Statement:

Interchange Inner East is committed to ensuring that all clients of the organisation receive services that are planned, designed and delivered around their individual circumstances, needs and preferences.

‘Planning encompasses a range of responses from a brief discussion and agreement about actions required through to an extensive process and the development of a plan across a whole range of life areas documented in a format that is meaningful to the person and their network’-Disability Act 2006, Section 52(2)

The purpose of this policy is to establish standards of practice that recognise each client of the organisation as having unique interests, preferences, personal goals and support needs. The policy has been framed around meeting individuals' needs as they are specified in the Disability Act 2006 and the Standards for Disability Services of Interchange's government funding bodies.

Procedure:

The following procedures are to be implemented to ensure that the organisation meets its policy objective of designing and delivering services that are planned in response to each participant and family's individual circumstances, needs, preferences and goals.

Interchange Inner East will:

- Involve the participant and key family members in the development of a Support Plan for the provision of Interchange's Respite support services.
- Inform the participant and family that they may have an advocate of their choice to assist with planning and that Interchange can assist them to access an Advocacy Service.
- Inform participants and families from a CALD background that Interpreter services can be made available
- Conduct a planning discussion that reviews the current Participant Support Plan /Profile and any additional reports or attached information, and encourages the participant and family to express their needs and wishes and the determination of their specific support needs and goals
- Review the participant's documented goals, assess outcomes, and support the participant and family to refine or identify and document, new goals for the Support Plan/Profile

- Develop a written Support Plan/Profile responsive to the expressed respite support needs of the participant and family that documents the provision of respite support within available funding, and Interchange's program and service capacity.
- Ensure the plan documents the names of all involved in its development, the staff member responsible, contains a review date, and is signed and dated by the participant/parent, with a signed copy provided to the participant/parent.
- Commit the organisation to delivering services in accordance with the agreed Participant Support Plan.
- Review the individual service plan at least annually or sooner if the participant or family's circumstances, needs or preferences, change significantly or a request is made to undertake a review. Reviews can be conducted through more informal discussion, or phone contact, if this suits the participant/family. The agreed outcomes of the discussion will be documented as a partial or full review.

References:

Disability Act (2006)

HACC ASM Planning Guidelines

1.3a DHS Guide Supporting Decision Making