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Ph: 0429 225 993, 0488 061 999

E: lifeindependenceservices@gmail.com

SUPPORT PLANNING & TRANSITION POLICY

Policy number	20	Version	1
Drafted by	Merryn Farnsworth	Approved by	13/04/2021 manager
Responsible person	Merryn Farnsworth	Scheduled review date	13/04/2022

POLICY STATEMENT

This policy supports each participants rights to be actively involved in the development of their supports. Supports offered by Life Independence should reflect each individual Participants needs, requirements, preferences, strengths and goals and are to be regularly reviewed.

Transitions to or from another provider should provide Participants with an experience that is planned and coordinated.

SCOPE OF POLICY

This policy applies to all Life Independence staff or any person acting in a capacity whereby they are taken to be representing Life Independence and its interests.

Failure to comply may result in disciplinary action.

This policy further applies to Life Independence Participants and family members/stakeholders receiving services from Life Independence.

POLICY

Life Independence is committed to upholding the following:

- With the consent of each Participant, Life Independence will work with the Participant and their support network if applicable to enable an effective assessment of their individual requirements to develop their support plan.
- Information required for each support plan will be gathered from a number of available resources to ensure each Participants needs, requirements, preferences, strengths and goals are included in the assessment and support plan.
- A risk assessment will be completed in collaboration with the Participant and any identified risks will be documented along with appropriate strategies to minimize known risks are planned and implemented. These strategies will be periodically reviewed in keeping with Life Independence Risk Management

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Policy to ensure risks are being adequately address and changes made when needed.

- Each support plan will be reviewed bi-annually collaboratively with the Participant to ensure their changing needs or circumstances are being accounted for. Desired outcomes and goals will be assessed and documented.
- Support plans will be updated with input from the Participant if progress is found to be different from expected outcomes and goals.
- If required and appropriate and with the consent of the Participant, information on the support plan is communicated to family members, carers or other relevant stakeholders and government agencies.
- Each transition to or from another provider will be planned and facilitated in collaboration with each participant where possible and effectively managed
- Any associated risks relating to transitions will be identified and documented if applicable
- Processes for transitioning to or from Life Independence are developed, applied, reviewed and communicated

PROCEDURES

SUPPORT PLANNING

- Support plans will be designed to meet each Participants specific needs, requirements, strengths and goals. In keeping with the Delivery of Services Policy, support plans are to be developed with the Participant in a transparent manner and in conjunction with any applicable family supports or relevant stakeholders.
- Full consent and understanding from the Participant must be given for support plans to be finalised.
- All relevant information is to be provided to and explained to the Participant in a manner they are most likely to understand.
- A variety of supports from a range of various resources will be available
- Risk assessments will be performed in keeping with the services Risk Management Policy. Identified risks will be made known and explained to Participants as part of the services duty of care and to support informed choice.
- Reasonable measures will be taken to reduce risk wherever possible
- Individual plans are to be reviewed at least every 12 months and changed as required to reflect achievements, new priorities, changing goals and abilities.
- Reviews will also record progress being made by the participant and consider whether resources and supports are being used effectively and identify and document any improvements to be made. Changes will also be made if it is

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deemed that expected outcomes or goals are not being made and relevant changes made to facilitate the desired outcomes.

- If appropriate and only with consent from the participant, information relating to the support plans can be shared with family members or relevant stakeholders as required.

TRANSITIONS

- The transition process will aim to minimise the impact of change that is occurring for the Participant and to create a support schedule that meets the Participants goals, needs and requirements
- Transitions to or from Life Independence are to be planned wherever possible with full collaboration from the Participant
- All communications regarding the transition are to be documented along with case notes and exit forms and stored securely in the client file.
- Transition meetings should be help with participants allowing open communication and a chance to review achievements and progress.
- Risk analysis will be performed in keeping with Life Independence Risk Policy and any and all identified risks will be documented using the services Risk Register, communicated to the Participant and all reasonable steps taken to systematically prevent, reduce or eliminate risk.
- Sharing of information with other providers or services will also be critical to the management of risks during transition in accordance with privacy and confidentiality laws and with consent from the Participant
- Information relating to the participants support needs should be shared and workers are to be included in the transition process wherever possible.
- During transitions further actions such as sharing behaviour support plans, holding case meetings before transitions with relevant providers and mentoring workers about the Participants needs and supports will be undertaken as required.
- Processes relating to transitioning will be reviewed regularly as part of the services Continual Improvement Plan.
- All changes will be communicated with workers and Participants where applicable both verbally and in writing to facilitate clear communication and understanding of processes.

DEFINITIONS

Informed Choice – participants and stakeholders are given options to choose from relating to service in keeping with their goals.
quality of life.



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Duty of Care – a moral or legal obligation to ensure the safety and wellbeing of others.

SUPPORTING POLICIES:

Life Independence Code of Conduct

Life Independence Delivery of Service Policy

Life Independence Customer Service Charter

Life Independence Risk Management Policy

GUIDING LEGISLATION:

The National Disability Insurance Scheme Act, 2013