



PARTICIPANT MATCHING POLICY AND PROCEDURE

Policy Code: 1135

PARTICIPANT MATCHING POLICY AND PROCEDURE

Policy Purpose and Scope

The purpose of this policy is to set out how vacancies in the group homes managed by CASS Disability Services (CASS DS) will be occupied.

This policy and procedure apply to all Group Homes/ Supported Accommodations and meets relevant legislation, regulations and standards as set out in Schedule 1, Legislative References for NDIS services

NDIS Documents relevant to this policy and procedure:
Participant Matching Assessment Form

Policy

CASS DS takes its responsibility to identify and provide most suitable vacancy to a Shared Home Participant. The Group Homes Team is responsible for identifying and providing best accommodation to its participants. CASS DS approach to participant matching includes matching surroundings to participants disability, establishing character match between participants, matching of needs among all the participants in a group home and respecting participants choice for their ideal housemate.

Procedure

The Model below underpins CASS's approach to Participant Matching, it must:

- Align with CASS's Vision, Mission and Core Values.
- Be embedded within its operations, processes, and systems
- have clear accountability, ownership, and governance
- be systematic, transparent, and consistently applied.
- include effective consultation and communication.
- consider the context (both the internal and external environment).
- support evidence-based decision-making; and
- facilitate continuous improvement.



Participant Matching Model

CASS's Participant Matching Model consists of the following steps:

- **Step 1: Match surroundings to participants disability**
Identify participants needs and ensure the environment of accommodation matches participants needs. For e.g., Offer a disable accessible house with ramps installed to a wheelchair bound participant, or to follow the recommendation from allied health professionals.
- **Step 2: Develop character match between the participants**
Ensure there is match in character between different participants living in same group home. Factors such as nature of disability, cultural background, age factor, support required etc. to be considered. Other important factors to consider include the following:
 - Behaviours of concern for any participant in the context of the shared environment and other participant behaviours.
 - Mental health diagnosis: Consider the risks and quality of life of all participants and to the staff who will be supporting the participants.
 - Trauma: be aware of a participant's past trauma and the triggers that may initiate a negative experience for them.
- **Step 3: Align support needs**
Try to align support required by each participant in a facility. For example: ratio of support or kind of assistance required during night-time should be aligned.
- **Step 4: Respecting participants choice of house mate: Develop and respect understanding of participants choice in terms of kind of participant they want to share accommodation with.**
- **Step 5: Record and review: Record participants interaction with each other and with the surroundings. Review annually or if there is change in circumstances.**



CASS - Disability Services

| Documents related to this policy | |
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| Related Policies | <ul style="list-style-type: none"> Specialist Disability Accommodation (SDA) and supported independent living (SIL) Enrolment Policy |
| Forms, record keeping or other organisational documents | <ul style="list-style-type: none"> Participant Matching Assessment Form |

| Reviewing and approving this policy | | |
|--|--------------------|--------------------|
| Frequency | Person responsible | Approval |
| 3 years | Unit Head | HAS & DS Committee |

| Policy review and version tracking | | | |
|---|-------------------|--------------------|-------------------|
| Review | Date Approved | Approved by | Next Review due |
| Version 1 | 22 September 2022 | HAS & DS Committee | 22 September 2025 |