



## CASS Group- Disability Services

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### NEED ASSESSMENT

<b>Policy Code: 1111</b>	<b>NEED ASSESSMENT</b>
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CASS Disability Services is committed to a sustainable service system that delivers specialist disability services in an easy to use, responsive and fair way, and achieves improved outcomes for people with a disability, their families and carers, while delivering improved value for government.

Our group homes aim to support a person to live as independently as possible. Access to specialist disability services is determined through a comprehensive process that sees a person's eligibility checked, their assessment completed, their prioritisation conducted, and an indication made about the type and level of funded support that would meet their assessed need. Following this, a person may be offered and then linked to an available service or support. Part of the way we will support people to achieve and/or retain as much independence as possible, is to also consider appropriate supports beyond the funded disability services system to assist in meeting a person's needs.

#### **Policy Statement**

- CASS DS is committed to understanding a person's needs in order to assist them to live as independently as possible in the community, and best inform the appropriate allocation of specialist disability services and the effective use of finite resources.
- CASS DS will assess the needs and function of a person who applies for specialist disability services. Only people who require more than informal support and mainstream services will progress to a formal assessment.
- The assessment gathers and reviews information about a person, their skills and abilities and existing services and supports, their goals, their environment, life circumstances, strengths, capabilities, risk and the role of a person's carer in order to make a determination about their needs. Information gathered is used to recommend the services that may respond to those needs.
- The completion of a needs assessment does not entitle a person to support. Rather, access to specialist disability services depends on eligibility, the outcome of assessment and prioritisation processes, and available resources.
- Eligibility is confirmed during the needs assessment.
- CASS DS will obtain written consent from a person during the assessment to share their information in order to obtain or provide services. Written consent enables personal information to be disclosed to other agencies or government departments for the purpose of obtaining services.



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- Where required, CASS DS will arrange alternative communication or interpreter services. Costs associated with such services are met by CASS DS.

### **Principles:**

The principles underpinning this policy are:

- The participation of a person in the assessment process is essential
- A person is required to provide information once and this is used as necessary an understanding of the person's circumstances is gained through the assessment process without a person needing to focus on the worst case scenario.
- The assessment process is sensitive to cultural, communication and other individual differences.

### **Objectives:**

This policy aims to ensure that:

- The process used to assess a person's needs is fair, consistent and transparent sufficient information is gathered to confirm a person's eligibility for specialist disability services and to determine the person's support needs
- Needs assessment outcomes can be used to inform prioritisation and the allocation of specialist disability services (such as speech or occupational therapy).

<b>Documents related to this policy</b>	
Related Policies	Intake and Referral
Forms, record keeping or other organisational documents	<ul style="list-style-type: none"> <li>• CASS DS Personal Profile</li> <li>• CASS DS Participant Transition Plan</li> <li>• CASS DS Participant intake / application form</li> <li>• Referral Record</li> </ul>

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
<b>3 years</b>	<b>Unit Head</b>	<b>HAS &amp; DS Committee</b>

<b>Policy review and version tracking</b>			
<b>Review</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review due</b>
Version 1	<b>1 June 2014</b>	<b>HAS &amp; DS Committee</b>	<b>31 May 2017</b>



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Version 2	<b>29 May 2017</b>	<b>HAS &amp; DS Committee</b>	<b>28 May 2020</b>
Version 3	<b>22 March 2019</b>	<b>HAS &amp; DS Committee</b>	<b>22 March 2022</b>
Version 4	<b>18 March 2022</b>	<b>HAS &amp; DS Committee</b>	<b>18 March 2025</b>