



SUPPORT PLANNING POLICY

Policy Code: 1115	SUPPORT PLANNING POLICY
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Introduction

CASS Disability Services is committed to pursuing the rights and principles of equality, independence, choice and inclusion of the individual. This underpins our person-centred philosophy under which CASS Disability Services continues to plan and deliver services that enable individuals to develop and maintain their skills and capacities, as well as to achieve a lifestyle based on their own choices.

Purpose

The intent of our policy is to declare our person-centred principles and approach toward lifestyle planning with people who use accommodation support services under CASS Disability Services. These principles are committed to putting people with disabilities, their families and carers at the centre of decisions about the best support to gain from the specialist disability system.

Guiding Principles

- Person at the centre

The person with disability is at the centre of planning and decision making so as to achieve her or his preferred lifestyle. The person chooses the level of participation in planning according to her or his preference and ability. The person is encouraged and supported to have as much control as possible over the whole planning process.

- Including significant people in the person's life

Under the person's choice, the planning actively invites family members, friends, significant others and various service providers to support their ongoing involvement in the person's life. Collaboration is encouraged in the planning process to nurture the growth of the person's networks and their community engagement.

- Personal priorities and strengths

Plans centrally reflect the person's present and future priorities. It focuses on the person's abilities, interests, dreams, aspirations, and the supports required to realise them.

- Cultural sensitivity

The culture, language, religious beliefs, social customs and traditions of people are taken into consideration in the workplace. The individual's own culture, beliefs and priorities are well respected.

- Shared commitment

CASS is committed to working together with all concerned parties in the planning process and is committed to any changes that a person may need to achieve a lifestyle of their choice.



- Continuous process

A continuous process of listening, learning and further action is essential to lifestyle planning. It reflects a belief that people with disabilities have bright futures, and their individual choices will change and grow with life experience.

- Regular review

Plans are regularly reviewed to assess ongoing changes and learning. A regular review ensures that planned activities are being achieved and are still of the person's preferences. Our plans are regularly reviewed on an annual basis and updated in accordance with current standards.

- One person, one plan

Planning is co-ordinated across all domains of a person's life, including all specialist services being accessed, in accordance with the individual's preferences.

- Person Centred Emergency and Disaster Plan (PCEDP)

Ensure Person Centred Emergency and Disaster Plan (PCEDP) is completed or scheduled to be undertaken. We check the PCEDP is both present and current (not more than 1 year old).

Application of Principles

The Policy is guided by Lifestyle Planning Policy and Person-Centred Thinking tools. The Policy's Guiding Principles in Section 1.3 are applied mandatorily in CASS Disability Services. CASS commits to develop a Lifestyle Plan for each person using our accommodation support service within three months of entry to the service.

Legislation

The Lifestyle Planning process is governed by the Disability Services Act, 1993 (The Act). The Act declares its objects that require disability service providers to enable individual service users to maximize their potentials as citizens, to further the integration of the individuals in the community and achieve positive outcomes including increased independence, employment opportunities and enhanced self-esteem, and to ensure that designated services for persons with disabilities are developed and reviewed on a periodic basis.

In 2008, Australia ratified the United Nations' Convention on the Rights of Persons with Disabilities 2006 (the Convention). The convention operates under a number of principles including: respecting for individual's dignity, autonomy and independence, encouraging full and effective community participation and social inclusion, and enjoy equal opportunities to achieve their goals in life.

Documents related to this policy	
Related Policies	1101 Person Centred Practice Policy 1105 Decision Making and Consent 1127 Emergency and Disaster Management Policy and Procedure
Forms, record keeping or other organisational documents	• Lifestyle Support Plan • One page profile • Participant's history • Daily routine • Person Centred Emergency and Disaster Plan

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	1 June 2014	HAS & DS Committee	31 May 2017
Version 2	29 May 2017	HAS & DS Committee	28 May 2020
Version 3	November 2020	HAS & DS Committee	November 2023
Version 4	November 2023	HAS & DS Committee	November 2026
Version 5	September 2025	HAS & DS Committee	September 2028