# **SUPPORT PLANNING - STANDARD AND SPIEL**

## STANDARD

Support Planning Standard (extract from NDIS Practice Standards: Core Module – 3 Provision of Supports Standard).

This is what you need to demonstrate to the auditor that you meet.

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| **Outcome:** Each participant is actively involved in the development of their support plans. Support plans reflect participant needs, requirements, preferences, strengths and goals, and are regularly reviewed. |
| **To achieve this outcome, the following indicators should be demonstrated:** * With each participant’s consent, work is undertaken with the participant and their support network to enable effective assessment and to develop a support plan. Appropriate information and access is sought from a range of resources to ensure the participant’s needs, support requirements, preferences, strengths and goals are included in the assessment and the support plan.
* In collaboration with each participant, a risk assessment is completed and documented for each participant’s support plan, then appropriate strategies to treat known risks are planned and implemented.
* Periodic reviews of the effectiveness of risk management strategies are undertaken with each participant to ensure risks are being adequately addressed, and changes are made when required.
* Each support plan is reviewed annually or earlier in collaboration with each participant, according to their changing needs or circumstances. Progress in meeting desired outcomes and goals is assessed, at a frequency relevant and proportionate to risks, the participant’s functionality and the participant’s wishes.
* Where progress is different from expected outcomes and goals, work is done with the participant to change and update the support plan.
* Where appropriate, and with the consent of the participant, information on the support plan is communicated to family members, carers, other providers and relevant government agencies.
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## SPIEL

Your explanation to the auditors of how you meet the above section of the Provision of Supports Standard.

For you to read, adapt and then insert into your NDIS Commission On-line Application

Yellow highlights definitely need your attention – make sure you delete what is not pertinent to your organisation

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| Comprehensive and effective assessment, relevant to the professional services sought by the participant, is required prior to establishing their Support Plan (SP)The Intake Checklist includes:* identifying place and time of the initial assessment
* people to be present/contribute to the assessment
* obtaining verbal consent to proceed with the Initial Assessment.

Initial Assessment is undertaken in collaboration with the participant and includes:* identification of pertinent others in the participant’s support network e.g. other family members, AHPs, Carers, are identified and consent obtained to contact them to obtain relevant pertinent information to enable thorough and effective assessment and development of a SP
* Identification of risks and the associated management strategies, these are recorded on the SP. Risks are recorded within the context of our Dignity of Risk Policy to ensure participants wishes are fully considered in managing risks. Risks are informally reviewed at each episode of service delivery and more formally at each SP review. If new risks become evident the SP is updated
* Identification of participant’s strengths, these are recorded on the SP.

At time of developing a SP a review date is identified at a frequency relevant to the participant’s, risks and goals (at least annually) see SOP Support Plan Review Process. Date can change if thought to be beneficial by the participant or AHP. The participant and their trusted decision makers (TDM) are pivotal in this review. In collaboration with participant an updated SP is generated, signed and saved in the participants file. With consent, changes are communicated to people in the participant’s network including family members, carers, other providers and relevant government agencies. Appropriate communication is used with the participant at all times in the SPing process.SP Audits and Participant Surveys reveal if participants/TDM are part of the SPing process; and if all relevant information is being considered and documented. Supporting Documents * SOP - Support Plan Review Process
* Initial Assessment forms (relating to Assessment Consents)
* Register of Assessment Resources/ Protocols – you will need to develop these for your clinical groups
* Participant Files - showing above being in place

Supporting Documents Already supplied* Intake Form
* Service Agreement
* Support Plan
* Audits of the Support Plan
* New Participant Intake Checklist
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