

PROCEDURE – Choice and Control

Implementation date: 14.02.2020
Review date: 09.03.2022
Next Review date: 09.03.2023
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1. Objective

To ensure that JP acts in a manner which exemplifies the values of the JP Trusted Advisor and implements services which support the application of the National Standards for Disability Services, in particular rights.

2. Scope

This procedure applies to JP Trusted Advisor and must be applied when carrying out all activities and in any location.

3. Practice

JP Trusted Advisor will ensure that people with disability are supported to make as many decisions and choices related to a typical life as they wish.

JP Trusted Advisor will ensure that people with disability are supported in a way that upholds the person's right to self-determination and decision making and does not limit or influence the decision making process or outcome.

4. Responsibilities

JP Trusted Advisor will ensure;

- That people with disability exercise choice and control in the pursuit of their goals and the planning and delivery of their supports
- Information is provided in accessible formats, including language, that people with disability understand and prefer in order to make informed choices
- People with disability are supported to identify who they may wish to involve in any consultation process, such as family members, friends, carers and/or advocates and will be recorded in each person's file on Careview.

- Decisions and preferences of each individual in relation to the supports and services they choose to receive or engage, exercising choice and control to the degree that they wish.
- Decisions and preferences of each individual will be recorded on the individuals file on Careview.
- Informed consent must be obtained from the person with disability, or a legally appointed guardian for life decisions such as accommodation, medical and behaviour support and recorded in each person's file on Careview.
- Informed consent is obtained from the person with disability, legally appointed Administrator, Trust Manager or person appointed under a Power of Attorney for financial matters and recorded in each person's file on Careview.
- The person with disability is informed that they have the right to change their mind and change or retract their consent. If a person chooses to stop using JP Trusted Advisor's services that choice will be respected and supported.
- Each individual has a current service agreement.
- Each individual will have a plan implementation report completed in consultation with the person with a disability, family, carer and/or advocate at the commencement of each NDIS plan, which reflects the support and services they choose to receive or engage. The implementation report will then be recorded in each person's file in Careview and with a copy provided to the individual.
- NDIS consent to share forms are only used after capacity building strategies are implemented inclusive of finding and upskilling informal supports.

5. Continuous improvement

JP Trusted Advisor will ensure that this procedure remains relevant and continues to reflect the actual manner in which activities are undertaken. Where feedback is provided by clients and other stakeholders, JP Trusted Advisor will make relevant changes to activities where warranted to ensure best practice and the delivery of contemporary services for its clients.

6. Related Legislation and Standards

National Disability Insurance Scheme Act 2013

National Disability Service Standards 2013

Disability Discrimination Act 1992 WA Equal Opportunity Act 1984 (WA)

