



Local Coordination Operational Policy - Plan Development and Plan Changes

Purpose

This Policy outlines the principles and approach to the development, review and amendment of Local Coordination plans.

Scope

This Policy applies to all Local Coordination areas and is applicable to people with disability accessing Local Coordination support.

Policy statements

Planning is a dynamic process which focusses on building skills and capacity, and is responsive to changes and developments in the person's life over time.

The person with disability is central to the planning process. This process may include people who are known and trusted by the person, in accordance with the person's preferences and needs.

A person with disability has the right to be able to determine their own best interests and make decisions that will affect their lives to the full extent of their capacity. People with disability will be supported to exercise choice and control in the pursuit of their goals and the planning and delivery of their supports.

Decisions to be made as part of the planning process may require the support of people who either assist the person to make decisions (supported decision-making) or who make decisions on behalf of the person (substitute decision-making). Planning will incorporate individualised strategies that encourage, support and prioritise the use of the person's natural supports and local community networks.

Planning may identify a requirement for formal supports and services; these are most effective when they are complementary to, and strengthening of, informal natural relationships and connections in the person's life.

Introduction

In Local Coordination, a plan is developed by a person with disability, and this process can include their family, the Local Coordinator and anyone else in their life that they choose.

Plan development provides people with disability with the opportunity to identify their goals and aspirations; and to design, choose and control the supports and services they need to achieve this.

An individual plan describes the life a person would like to lead, how they will achieve this, and who and what will help them achieve this. The plan will focus primarily on the natural supports which contribute to achieving personal goals and will include detail of chosen strategies and any funding needed to implement the strategies. It will clearly state how the person will know they have achieved the desired results. A Local Coordination plan includes:

- Vision
- current situation
- long term goals and plan goals
- strategies to achieve those goals
- support section
- funding (where the need for funding is identified)
- review date (i.e. the date the review must be completed by)
- the manner in which funded supports will be managed.

For people with complex support needs, a Regional Intensive Support (RIS) Coordinator may provide consultancy, advice, facilitation and support to the Local Coordinator throughout the planning process.

Individual plans developed in Local Coordination are for a period of up to 12 months and are reviewed every 12 months, or earlier if required, to determine whether the supports helped the person to achieve their plan goals. This evaluation informs the development of the next Individual Plan.

At times, a change in circumstances will require the current plan to be amended without the need for a review (see Local Coordination Operational Policy – Prioritisation of Plans).

Plan development

The planning process is based on the principles of the Local Coordination Planning Framework. People create flexible plans that explore a range of possibilities. Plans acknowledge the importance of informal, natural supports such as family, friendships and neighbours, and local community connections. Planning focusses on strengths, rather than deficits, and is informed by the person's support needs. Some people may require little support to plan and their connection with a Local Coordinator may be minimal, while in other instances a person may want the Local Coordinator and other people more closely involved.

A person with disability is presumed to have capacity to make decisions in the planning process, unless indicated otherwise for a specific decision. Where a person needs support to make decisions, they will be assisted to do so. Where a person assists another to make decisions, they will support decisions that reflect the person's choices and preferences. Where a person makes a decision on behalf of another, they will do so with consideration of the person's best interests.

Supports and services

The support section of the plan identifies the supports and services that the person has chosen to assist them to achieve their goals, and details the roles and responsibilities of all relevant people. Supports included in the plan may be:

- informal supports (e.g. friends, family and community supports)
- mainstream supports (e.g. supports provided by general services that are not specific to disability)
- disability supports (supports specifically related to disability).

Funding

If funding is needed to implement a particular strategy, a funding section for the plan will be developed. The Local Coordinator must be satisfied that any funded supports are in line with reasonable and necessary principles and the relevant Support Clusters and Price Framework. The plan also documents whether funded supports will be managed by the person or a representative acting on their behalf (self-management); or by a contracted service provider (service provider–management, which includes shared management).

Once completed, the plan requires the signature of the individual (or their representative) and the Local Coordinator, as well as the date the plan was signed, prior to being uploaded by the Local Coordinator in Local Area Data Set (LADS).

All plans are considered for endorsement by the Local Coordinator. Where funded supports are included, the plan will need to be approved according to the Approval of Individual Funding Delegation Framework. All delegation levels require the Local Coordinator to endorse a plan. Depending on the level of funding requested, the plan may be required to then progress to the Area Manager, Regional Manager, Executive Director or Deputy Director General for final approval.

Review of plans

Individual plans developed in Local Coordination are reviewed at least once every 12 months to determine whether the plan assisted the person to achieve their plan goals. The Local Coordinator undertakes the review with the person and any other people they wish to include or an otherwise identified person who may have relevant information. The review of the plan requires the signature of the individual (or their representative) and the Local Coordinator, as well as the date the review of the plan was signed, prior to being uploaded by the Local Coordinator in LADS.

A review date must be agreed to at the time the plan is endorsed. There may be some occasions where a review date is set earlier than 12 months to coincide with a shortened plan period, for example at transition times such as leaving school.

Changes to the current plan (prior to planned review)

Any proposed changes to a plan that are significant will require a review of the existing plan and development of a new plan.

The current plan can only be changed in response to these following circumstances:

1. Change in need requiring an immediate response.

2. Change in service provider, where there is no change in supports or funding required.

Although these circumstances in themselves will not trigger a review and subsequent development of a new plan, the underlying changed situation may suggest a review is needed if the change is likely to be significant and ongoing (see Local Coordination Operational Policy – Prioritisation of Plans).

Where short-term additional support is required to address an unforeseen change in need, a plan may be changed while a new plan (including a review) is in development.

A change from one service provider to multiple service providers for the same supports will generally trigger a review of the plan.

Responsibilities

Compliance with this policy is mandatory.

Other related documents

- Local Coordination Planning Framework
- Local Coordination Operational Policy - Support Need Assessment
- Local Coordination Operational Policy – Review of Plans
- Local Coordination Operational Policy - Funded Supports in the Plan – Reasonable and Necessary
- Local Coordination Operational Policy – Prioritisation of Plans
- Local Coordination Operational Policy - Safeguarding
- Local Coordination Policy - Self-management of Funded Supports
- Local Coordination Individualised Funding Policy
- Guardian and Administration – Principles and Procedures 2013
- Support Clusters and Price Framework
- Guardianship and Administration Act 1990

Document control

Publication date	16 October 2020
Review date	16 October 2022
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Feedback and enquiries relating to this Policy may be directed to programsupport@communities.wa.gov.au .

This document can be available in alternative formats on request.

Amendments

Version	Date	Author	Description
1.0	1 July 2014	Reform Directorate	
1.1	1 July 2016		Annual Review
1.2	1 July 2017		Annual Review
1.3	27 December 2017	Local Operations, Program Support	Revise by 26/12/2019
1.4	13 August 2018	Local Operations, Program Support	Revise by 13/08/2020
1.5	16 October 2020	Program Support, State-wide Services, Community Services Division	Revise by 16/10/2022