Government of Western Australia
Department of Communities

Policy

Local Coordination Operational Policy – Plan Management Decisions

Purpose

This Policy outlines the roles of Local Coordinators, people with disability and/or their representative, and service providers regarding the management of funded supports in an Individual Plan.

Scope

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

Definitions

Self-management refers to the management of funded supports in a plan by either the person with disability or a representative acting on their behalf.

Service provider management is the management of funded supports in a person's plan by a contracted service provider.

Shared management is a type of service provider management under which the funded supports in a plan are managed in a shared arrangement between a person and a service provider, whereby the service provider receives the funding.

Combination management refers to the combination of both self-managed supports and

Principles

- People with disability, their families and carers are in the best position to determine their own needs and goals, and to plan for the future.

- People with disability have the same right as other members of society to participate in, direct and implement the decisions that affect their lives.

- The lives of people with disability, their families and carers are enhanced when they can determine their preferred supports and services and exercise control over the resources as detailed in the Individual Plan, to the extent that they desire and have capacity for.

- Individualised approaches improve outcomes for people with disability by enabling genuine choice and control through person centred planning and self-directed services and support.

- People with disability have a life-long capacity for learning, development and contribution, and these capacities may change over time.

Introduction

The management of funded supports in a plan can be carried out by either an individual or a service provider. There are various roles with different implications regarding the legal responsibilities, depending on the approach used for managing funded supports. For further information, refer to Local Coordination Operational Policy – Self-management of Funded Supports.

As part of the planning process, decisions will be made with each person and/or their representative about how funded supports in a plan will be managed. The Local Coordinator will discuss the management options available and provide information about each option. This will allow the person and/or their representative to make informed decisions that maximise their choice and control.

Implementation

Management of funded supports

Managing funded supports in a plan includes responsibility for:

- managing any funds provided in a plan. This includes acquitting the funds and meeting other agreed accountability requirements
- ensuring funds are used in accordance with Department of Communities policies
- providing or purchasing the supports identified in the plan, including sourcing, arranging and paying for supports and related costs
- assessing and monitoring the quality of services and supports, and ensuring that appropriate safeguards are in place and the rights of the person with disability are upheld at all times
- complying with all applicable legal requirements associated with employing staff and engaging contractors.

When a support in the plan requires funding, individuals or their representative will need to consider whether they would like to:

1. self-manage the funding for supports; and/or
2. have a service provider manage the funding (this may include shared management arrangements).

A plan may be managed differently for the separate strategies in the plan. For example, there may be a combination of self-managed and service provider managed supports within a plan. The Local Coordinator will discuss the plan funding management options and associated tasks and responsibilities with each person.

Discussion should include:

- which funding management option, or combination of options, is likely to

contribute to positive outcomes for the person with disability
- which supports may be suited to particular forms of funding management
- which funding management option is most consistent with the individual's preferred level of control and acceptance of responsibility
- whether strategies could be put in place to enhance the capacity of the person to self-manage the funding
- service provider and shared management options with service providers
- practical considerations such as record-keeping and acquittal requirements involved in self-management.

When a support in the plan is **self-managed**, the person with disability or their representative receives the funding, engages supports and services and is responsible for meeting relevant legal obligations. Where a representative manages the supports and services, they receive funds on trust to be spent according to the person's plan, and may be wholly or partially responsible for meeting legal obligations.

Where the person or their representative requests to self-manage funded supports in a plan, it is important they are informed and are capable of undertaking self-management responsibilities. In doing this, the Local Coordinator must be satisfied that the person or their representative can:

- Make informed decisions
- Meet accountability requirements and legal obligations
- Purchase supports in accordance with the approved plan strategies
- Assess and monitor the quality of services, and ensure appropriate safeguards are in place and the rights of the person with disability are upheld at all times.

Local Coordinators will also consider the following additional factors:
- The complexity of the support arrangements
- The monetary value of the support.
- The degree of support available from family, friends and the community for the person with disability.
- The person's capacity to manage without significant additional support from the Local Coordinator.
- Whether the person with disability's property or affairs are wholly or partly managed by another formally appointed person/entity.
- The vulnerability of the person to physical, mental or financial harm, exploitation or undue influence.
- Whether the person has an interest that may pose a risk to self-managed funding being spent in accordance with the approved plan.
- The availability of strategies to reduce risk that safeguard the plan implementation, such as regular plan monitoring by the Local Coordinator, regular contact with the person and monitored payment arrangements.
- Ongoing monitoring of the plan and periodic plan review will include consideration of the effectiveness of the plan management options selected.

Self-management will not be approved where the person requesting to manage the funded supports is bankrupt or insolvent under administration, or has been convicted of fraud or similar offences, or where self-management presents an unreasonable risk to the person with disability. Where a person is subject to bankruptcy proceedings, this may not preclude the person from undertaking self-management, but will be considered as part of the approval process.

Self-management is the only form of plan management that requires approval by a Local Coordinator. The Local Coordinator will support the person or their representative to develop their understanding of, and capacity to fulfil, the responsibilities of self-management. The Local Coordinator will complete a 'Self-Management Checklist' with the person and/or their representative, which outlines the tasks and responsibilities of self-management (for further information, see the Self-Management of Funded Supports Policy).

Where a support in the plan is **service provider managed**, the service provider receives the funding, engages staff and is responsible for meeting relevant legal obligations. On agreement with the service provider, the person and/or their representative may actively direct the provision of those supports to the extent they desire and have capacity to do so.

Where a support in the plan is **shared managed**, the funded supports are managed in a shared arrangement between a person and a service provider, whereby the service provider receives the funding.

Responsibilities

Compliance with this policy is mandatory.

Other related documents

- Disability Services Act 1993, Regulations
- Local Coordination Planning Framework
- Local Coordination Policy - Individualised Funding
- Local Coordination Operational Policy - Self-Management of Funded Supports
- Self-Management Guide
- Self-Management Checklist
- Local Coordination Operational Policy - Plan Development and Plan Changes
- Local Coordination Operational Policy - Ongoing Engagement and Plan Monitoring

Document control

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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	30 June 2015	Policy and Planning	Review by 30 June 2016
1.1	10 April 2018	Program Support	Review by 10 April 2020
1.2	20 November 2020	Program Support, State-wide Services, Community Services Commission	Review by 20 November 2022