

Policy: Decision Making & Choice		
Date Adopted:	15/12/2011	
Authorised by:	Management Committee	
Date Last Reviewed:	May 2020	Date of next Review: May 2022

Policy context: This policy relates to:	
NDIS Practice Standards	<p>Independence and informed choice: Each participant is supported by the provider to make informed choices, exercise control and maximise their independence relating to the supports provided.</p> <p>Rights and Responsibilities: Each participant accesses supports that promote, uphold & respect their legal & human rights and is enabled to exercise informed choice & control. The provision of supports promotes, upholds and respects individual rights to freedom of expression, self-determination and decision making.</p>
Other Standards	
Legislation or other requirements	<p>National Disability Service standards Qld Disability Services Act (2006) Racial Discrimination Act (1975) Disability Discrimination Act (1992) Qld Anti-Discrimination Act (1991) National Disability Insurance Scheme Act (2013) United Nations' Convention on the Rights of Persons with disabilities (2006)</p>

PURPOSE

To provide clear guidelines and actions to assist clients to participate as fully as possible in decision making and choice of activities and events in daily life in relation to service provision.

POLICY STATEMENT

Engedi Inc respects the rights of clients to actively participate in decisions made that affect their lives, experiencing the outcomes of personal choice and decisions and exercising rights all contribute to this. Clients should be given support and every opportunity to make choices and decisions.

SCOPE

This policy applies to all staff, volunteers, clients and their families and management committee.

Decision Making & Choice

The purpose of the NDIS is to give choice and control to individuals in relation to the services that they receive.

Process

Clients must:

- Have the opportunity to make personal decisions and exercise control in all areas of their lives
- Be consulted in all decisions that affect them
- Have choice and be aware they have the choice in activities of daily living
- Be able to pursue individual interests apart from group activities
- Have an individual routine
- Participate in the development of their individual and future plans
- Be provided with all relevant information to make decisions and choices

Clients need to be aware of normal limitations and responsibilities such as:

- Limitations imposed by laws on people's actions
- The need to respect other people's rights
- The responsibility to abide by agreements

Engedi will support clients not exercise control over them. In assisting a client to make a decision Engedi staff must:

- Promote, encourage and support independence in decision making and choice by providing access to and understanding of information (as needed and appropriate to each person's ability).
- Collaborate with clients and their families/carers to develop an individual person centred support plan.
- Enhance services and quality of life for people supported through consultation and direct involvement in such decision making.
- Allow clients to make mistakes (with due regard for their safety)
- Allow clients the right to change their minds
- Inform clients about the rights of others
- Give clients time to make decisions
- Assist clients in seeking supports including their right to involve family/ significant others/ advocates (unless requested otherwise by the person receiving support).
- Consider the cultural/ language needs (including signing) of each person and their family/significant others/advocates (where they are involved) and in particular, respect the social structure of the Aboriginal and Torres Strait Islander (ATSI) Community.

Decision Making & Choice

- Assist clients to carry out responsibilities
- Assist clients when decisions adversely affect others
- Take steps to avoid foreseeable risks

If the client is unable to make their own decisions and staff are required to make decisions for the client staff **must** base these decisions on:

- Is it in the person's best interest
- Is it the least restrictive of the person's rights
- Has it been communicated to the clients
- Does it fit within the client's goals?

Managers must involve the clients, families, carers, and significant others in any major life decisions for the clients.