



interaction
empowering people

ACCOMMODATION INDIVIDUAL PLANNING POLICY

Easy Read Guide



NDIS PLANNING



Interaction believes in providing participants with independence, choice, and control



Interaction wants to make sure all participants are involved in the planning process for NDIS



The planning process is one where the participant's goals are understood, and actions are taken accordingly



The participant can decide how much they want Interaction to be involved in their NDIS planning

INTERACTION'S ROLE IN NDIS PLANNING



If a participant receives a service from Interaction, they must have a current NDIS Plan



All participant's must also have a current NDIS Service Agreement and Schedule of Support



Staff will provide you with help and support with planning if you ask them to



If staff are invited to a participant's NDIS Planning process, they will act in your best interests

INDIVIDUAL PLANNING



An Individual Plan will break down your NDIS Plan goals into smaller goals that are more achievable



Each participant will have an Individual Plan within three months of a new NDIS Plan or entering Accommodation Services



A planning meeting will be held with the participant to help understand their views and goals



Staff will work alongside the participant to achieve their goals and track progress against those goals

GOAL ACHIEVEMENT



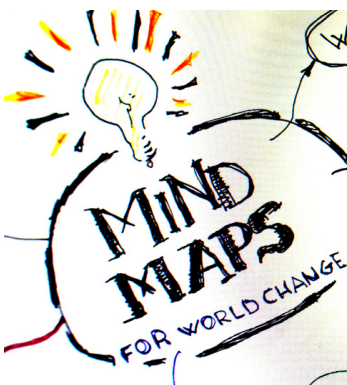
Understanding if you are achieving your goals is very important



Staff will meet monthly with the participant to review their goals and the progress being made



After this meeting, staff will complete a monthly report on goal achievement



The monthly report will be written in a way that the participant will understand e.g. photos, mind map, easy read

INDIVIDUAL PLAN REVIEW



A formal goal review will happen once a year or earlier if the participant's needs have changed



A participant has the right to say no to doing the review, or taking part in the Individual Planning process



Staff will put this in the file, and check in with the participant to see if their decision has changed



If you have any questions about this process, you can ask staff for more information

PARTICIPANT RISK ASSESSMENT



A Participant Risk Assessment will be completed as part of the Planning process



Staff will ask participants about risks or issues they commonly face



Strategies will be made to reduce known risks to the participant, their environment, or others



The Risk Assessment will be reviewed every year, or if new risks come up earlier